

PLEASE READ THIS INFORMATION CAREFULLY AND COMPLETELY BEFORE SIGNING AND SUBMITTING THE [VA EDUCATIONAL BENEFITS AGREEMENT FORM](#) TO OUR OFFICE.



South Texas College and the Office of Student Financial Services offer several programs and services that have been developed to help you meet your educational goals. Our Offices are staffed in each campus to assist you in career guidance, financial aid, and tutoring. We encourage you to use the services offered. In addition, we encourage you to read and understand the information provided in this packet regarding your VA educational benefits. We hope you understand both your opportunities and responsibilities as a VA student. If further information is needed, please contact Student Financial Services and/or visit the [GI Bill website](#). We also recommend for you to apply for financial aid at www.fafsa.ed.gov and hope that your educational experience is rewarding and positive in achieving your goals.

STUDENT RESPONSIBILITIES

SUBMIT ALL VA EDUCATIONAL BENEFITS DOCUMENTS TO STUDENT FINANCIAL SERVICES & CHECK YOUR STATUS VIA JAGNET

Logon to [South Texas College](#)

1. Click on [JAGNET](#) and input your JAGNET username & password
2. Click on 'Financial Aid Status' under 'Student Apps'
3. Select Aid Year
4. Active Messages

HOW TO SUBMIT
YOUR DOCUMENTS



ADDRESS AND/OR DIRECT DEPOSIT

Address and direct deposit information must be kept current. You are required to contact VA to update your direct deposit and if your address changes please contact your VA Certifying Official. For chapters 30 & 1606 students can use [WAVE](#) system. If you want to start using direct deposit (chapters 30, 33, 35 & 1606) or change your direct deposit please call 1-877-838-2778 and provide the following information:

- Account number
- 9 digits routing number
- Type of account (checking or savings)

eBenefits

You are encouraged to register and utilize [eBenefits](#) to assist you in the following:

- Obtain up to date information on your educational entitlement
- Update your Direct Deposit and personal contact information
- Download VA letters and personal documents
- View the current status of your payments (both education and disability)

VERIFYING YOUR ENROLLMENT

If you receive Chapter 30 or 1606 you must verify your enrollment monthly by Web Automated Verification of Enrollment ([WAVE](#)) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979).

IMPORTANT INFORMATION

CHANGES TO SCHEDULE

Whenever you add, drop, or withdraw from a course the VA will be notified and changes in your credit hours may affect your VA benefits. The VA will notify you if the changes in your enrollment resulted in a debt with the VA, **you are responsible for paying back any debt to the VA and/or college created by your change in enrollment.**

AUDITED COURSES

Audited courses cannot be certified to the VA

CERTIFICATION

Your VA Certifying Official will process certifications at least 30 days prior to the first class day. However, it is recommended that you enroll early and have all paperwork completed, any schedule changes will delay your VA benefits and in some cases the Business Office will place a hold on your account. Holds will be released once payment is received by VA.

COURSES & DEGREE PLANS

Only courses that satisfy requirements outlined by your degree plan can be certified for VA purposes. If you take a course(s) that does not fulfill a program requirement, it cannot be certified for VA purposes.

DUAL MAJOR

Dual majors can be certified if both majors are approved. Only courses required to complete the dual major can be certified.

GRADUATION

You are required to notify your VA Certifying Official if you graduate.

PRIOR CREDIT

You are required to submit official Military and institutional transcripts from all institutions previously attended to the Office of the Registrar for a credit evaluation. You must submit copies of all transcripts to Student Financial Services. If you fail to submit copies of transcripts, then your certification will not be processed.

- Army, Navy, Marines, & Coast Guard: [JST System](#)
- Air Force: [Community College of the Air Force Transcripts](#)

Please send official Military & Institutions

Transcripts to: South Texas College
Office of Admissions
PO Box 9701
McAllen, TX 78502

Please send official or Unofficial Military & Institutions Transcripts to:

South Texas College
Student Financial Services/VA Educational Benefits
3201 W. Pecan Blvd.
McAllen, TX 78501

REPEATING COURSES

Courses that are successfully completed may not be certified for VA purposes. If a program requires a higher grade than achieved, that course may be repeated. If you receive an “F” then you may repeat the course(s) for a second time, the course can continue to be certified until you successfully complete the course as long as it is still required for your program. However, repeat course fees cannot be certified to the VA.

REMEDIAL COURSES

Remedial courses can be certified but only if you are required to take courses based on your TSI scores. You can submit a copy of your DD-214 to the Testing Center to become TSI Exempt. However, remedial courses taken online cannot be approved and cannot be certified to VA. If you are required to take remedial courses then you will need to provide an Advisement Sheet listing the courses.

ROUNDING OUT

You may use the “rounding out” method with non-required courses to bring your course load up to a full-time schedule in the last semester of your program. This procedure can be done only once per program.

UNSATISFACTORY PROGRESS, CONDUCT, AND ATTENDANCE

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. The VA Certifying Official has the right to terminate your certification if at any time you stop attending classes and/or end up on academic suspension. By terminating your certification, you will be responsible to pay any debt incurred with the VA.

EDUCATION RATES

CHAPTER 33

Monthly Housing Allowance payment amounts are based on the Department of Defense’s Basic Allowance for Housing (BAH) rates for an “E-5 with dependents” for the zip code of the school. BAH rates can be found through the [BAH calculator](#).

Monthly Housing Allowance amounts are prorated based on a student’s benefit level and may be further reduced based on the rate of pursuit rounded to the nearest multiple of 10. Benefits are only payable when the rate of pursuit is more than 50%, and the student is not on active duty.

CHAPTER 30, 33, 35, & 1606

The most current education pay rates for each benefit can be found through the [rate tables](#) on the GI Bill website.

PUBLIC LAWS

PUBLIC LAW 111-377

CH 33 changes the amount of tuition and fee charges that should be reported to VA. Any scholarship, waiver or institutional or employer-based aid that is provided directly to the institution and specifically designed for the sole purpose of defraying tuition and fees will be deducted from your VA tuition & fees and difference will be reported to VA.

READ MORE AT WWW.GIBILL.VA.GOV



IMPORTANT NUMBERS

VA CONTACT INFORMATION

Muskogee Education Office 7:00 am to 7:00 pm
CST Monday – Friday for VA Education

<u>Department</u>	<u>Contact Info</u>
Education Benefits	1-888-442-4551
Other VA Benefits (Local Regional Office)	1-800-827-1000
Monthly Verification of Enrollment & IVR	1-877-823-2378
Direct Deposit	1-877-838-2778
Overseas Schools and Students Living Overseas	1-918-781-4379
Debt Management Center	1-800-827-0648
Education & Benefits Service	http://www.gibill.va.gov
Muskogee E-Mail Inquiries	muskprpo@vba.va.gov

NOTE: Certifying Officials cannot determine basic eligibility. The benefit programs change frequently, so it is best to contact the VA directly if you have questions about eligibility or BAH.

VA CERTIFYING OFFICIALS & STUDENT FINANCIAL SERVICES OFFICE CONTACT INFORMATION

Pecan Campus

Student Services - Bldg. K 2.602

Phone: (956) 872-6723 | **Fax:** (956) 872-2616

Office Hours: Mon. - Th. 8am - 5:30pm | Fri. 8am - 12pm

(Closed on Friday - Only during Summers)

Javier Guajardo - Coordinator of Veterans Affairs
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Javier Cardenas
VA Certifying Official - Outreach
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(956) 872-3624

Mid Valley Campus

Student Services - Building F 159

Phone: (956) 447-6671

Lauren Matthews
VA Certifying Official
lmattthew@southtexascollege.edu
(956) 447-6671

Starr County Campus

Student Services - Building G 1.702B

Phone: (956) 488-5859 | **Fax:** (956) 488-5839

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Technology Campus

Phone: (956) 872-6723
vaoffice@southtexascollege.edu

Nursing & Allied Health Campus

Phone: (956) 872-6723
vaoffice@southtexascollege.edu



www.southtexascollege.edu/veterans

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South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.