The Citadel

Located in the Veterans Center

204 Richardson Ave
Behind Bond Hall

A guide to using your Dept. of Veterans Affairs Educational Benefits.

Minimum credit hours to reach full time status for VA purposes (ex. BAH)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Undergrad</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 hrs</td>
<td>9 hrs</td>
</tr>
<tr>
<td>¾ time</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>½ time</td>
<td>6</td>
<td>4.5</td>
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Additional info on how to calculate your BAH can be found here:
http://www.citadel.edu/root/veterans-services-certification

Contact for questions regarding VA Education Benefits

Veterans Services Coordinator:  
Ms. Sally C. Levitt  
VA School Certifying Official  
843-953-9824  
levitts1@citadel.edu

www.citadel.edu/root/va-benefits

Automated system to check the status of your enrollment and payment: 1-888-442-4551

Website to check all benefits:  
www.va.gov

Monthly verification (Ch. 1606 and Ch.30):  
gibill.va.gov/wave/index.do

Contact for questions regarding events and Veterans Programs

Veterans Program Coordinator:  
Ms. Robin Hillyer-Miles  
843-953-8405  
rhillyer@citadel.edu

www.citadel.edu/root/veterans
Welcome

The Citadel’s Veterans Services Office is a part of the Office of Financial Aid and Scholarships and is dedicated to assisting service members, veterans, and their dependents in managing their Veteran educational benefits. Our staff can assist you in applying for and using your benefits.

Students using benefits through the Dept. of Veterans Affairs must adhere to VA policies and procedure in order to continue to receive their benefits and to avoid overpayments. Due to benefit complexities, we welcome all questions that may arise.

This guide will help answer most frequently asked questions. If you have additional questions, please do not hesitate to contact our office.

We look forward to working with you.

Tips for All Students

- To receive benefits, each semester you must submit a “VA enrollment request” form.
- You must take courses within your degree plan.
- The VA will not pay for repeated courses unless you receive a failing grade or it is a requirement for a prerequisite.
- You must adhere to attendance policy.
- Make sure appropriate paperwork is completed when cross registering.

Submit your VA Enrollment Request form each semester:

http://www.citadel.edu/root/veterans-services-certification

Post 9/11 GI Bill® Recipients

- Benefits will not pay for parking.
- If using federal tuition assistance, an authorization form must be on hand before certification is submitted to the VA.
- Employee waivers and tuition specific scholarships can affect what is reported to the VA. Please notify Veterans Services to avoid overpayment with the VA.

CH. 30- MGIB Recipients

- Make sure your bill is paid by bill due date.
- If using federal tuition assistance, an authorization form must be on hand before certification is submitted to the VA.
- Remember to verify your enrollment with the VA at the end of each month.

Other Chapter Recipients

Vocational Rehabilitation:

- Should work with your VocRehab case manager. Current 22-1905 authorization needs to be on file.
- Book vouchers can only be released with a current authorization (22-1905) on file.

Ch. 1606 GI Bill®

- Make sure to pay your bill on time.
- Remember to verify your enrollment with the VA at the end of each month.