

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

Hours	Undergrad	Graduate
Full time	12 hrs	9 hrs
¾ time	9	6
½ time	6	4.5

Additional info on how to calculate your BAH can be found here:  
<http://www.citadel.edu/root/veterans-services-certification>

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

Website to check all benefits:  
[www.va.gov](http://www.va.gov)

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

## *Located in the Veterans Center*

204 Richardson Ave  
Behind Bond Hall

### **Contact for questions regarding VA Education Benefits**

Veterans Services Coordinator:  
*Ms. Sally C. Levitt*  
VA School Certifying Official  
843-953-9824  
[levitts1@citadel.edu](mailto:levitts1@citadel.edu)

[www.citadel.edu/root/va-benefits](http://www.citadel.edu/root/va-benefits)

### **Contact for questions regarding events and Veterans Programs**

Veterans Program Coordinator:  
*Ms. Robin Hillyer-Miles*  
843-953-8405  
[rhillyer@citadel.edu](mailto:rhillyer@citadel.edu)

[www.citadel.edu/root/veterans](http://www.citadel.edu/root/veterans)

# The Citadel

## Veterans Educational Benefits Guide



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

## 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.