



PRINCE GEORGE'S  
COMMUNITY COLLEGE

301 Largo Road, Largo, MD 20774-2199  
[www.pgcc.edu](http://www.pgcc.edu)



**VETERANS' GUIDE**  
**TO USE OF**  
**EDUCATIONAL BENEFITS**  
**AT**  
**PRINCE GEORGE'S COMMUNITY COLLEGE**



*Transforming lives.*

PRINCE GEORGE'S  
COMMUNITY COLLEGE

301-546-7422 | [www.pgcc.edu](http://www.pgcc.edu)



## Frequent Contacts, Largo Campus

Admissions and Records.....	301-322-0801
Advising.....	301-322-0829
Bookstore.....	301-322-0912
Campus Police.....	301-322-0666
Cashier.....	301-322-0691
Financial Aid.....	301-322-0822
General Information.....	301-336-6000

## Summary

VA expects you to be serious about your pursuit of a degree objective. They expect consistent progress toward that objective, as defined by the college's curriculum and its academic standards. So long as you realize that your entitlement to benefits carries with it some restrictions and reporting obligations, both on your part and the college's, then you should be able to successfully use your benefits for many semesters.

## VETERANS' GUIDE TO USE OF EDUCATIONAL BENEFITS

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## PRINCE GEORGE'S COMMUNITY COLLEGE

Since 1958, Prince George's Community College has provided high-quality educational opportunities for a richly diverse population in Prince George's County and around the world. Today, more than 200 academic programs and workforce development and continuing education series of courses, including distance learning options, prepare students to transfer to four-year institutions, embark on new careers, or upgrade current employment skills. Our main campus is located in Largo, Maryland, with additional locations at University Town Center in Hyattsville, Joint Base Andrews, Laurel College Center, Culinary Arts Center in Capitol Heights, Westphalia Training Center, and the Skilled Trades Center in Camp Springs.

### Vision

Prince George's Community College will be the community's first choice for innovative, high quality learning opportunities.

### Mission

Prince George's Community College transforms students' lives. The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.

### Tutorial Assistance

The VA will provide money to help defray the cost of a tutor, with certain limitations. The maximum amount payable per month is \$100 with a maximum total amount for any one student of \$1200 per year.

### How to Apply

The student, tutor, and certifying official must complete an Application and Enrollment Certification for Individualized Tutorial Assistance (VA Form 22-1990t). The application may be submitted at the end of each month or combination of months. The application must be signed and dated on or after the date of the last tutoring session certified.

## Degree and Extension Centers

For those unable to travel to the Largo campus, the college provides three additional locations. They offer a wide range of credit courses and opportunities for degree attainment. Courses at these three locations are identical in title, number, course content, and credit to those available at the Largo campus. In most cases, these locations are open the same hours as the student services office on Largo campus (Mon 8:30 a.m.–8 p.m., Tue–Thur 8:30 a.m.–6 p.m., and Fri 8:30 a.m.–4:30 p.m.). All college policies and academic regulations in effect on the Largo campus also apply at the other locations. While the college makes every effort to provide a full range of services at each location, some services, due to their specialized or complex nature, are available only at the main campus in Largo. This includes the certification of enrollment for those with VA educational benefits.

### Degree Center Locations

[www.pgcc.edu/campus/info/locations and extension centers](http://www.pgcc.edu/campus/info/locations-and-extension-centers)

#### Joint Base Andrews

1413 Arkansas Road  
Joint Base Andrews, MD 20762  
301-322-0778 or 301-981-5949

#### University Town Center

6505 Belcrest Road, Suite 200  
Hyattsville, MD 20782  
301-386-7580 or 301-277-5934

#### Laurel College Center

312 Marshall Avenue, Suite 205  
Laurel, MD 20707  
1-866-228-6110  
[www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)

## Repeating a Course

VA will pay for you to take the same course twice if:

- a. You failed it the first time
- b. You passed, but the school catalog states you need a higher grade in order to complete your program or to progress to a higher-level course.

While you personally may want to repeat a course you took many years ago or one in which you received a “D” grade, VA generally will not pay benefits for this choice, no matter how wise your decision may be academically.

## Required vs. Elective Courses

It is the college's responsibility to certify to the VA every semester that the courses you are taking actually count toward the program you are following at this college. You may take electives only to the extent they are allowed in your program. The college cannot certify payment for courses which might count toward an eventual four-year degree, for example, because we don't offer those degrees. Nor can we certify courses you take for fun or personal enrichment unless they also count in your degree program. Use your catalog or our online Degree Audit to help you identify required courses.

## Supplemental Certifications

If you are a student at another school, where you have been using your VA benefits, and just want to take a few classes to transfer back to that institution for their degree, you must report to us the name and full mailing address of that school. You must also give us written approval (letter of permission) from your primary school to take our courses before we can process your paperwork.

## Veterans Upward Bound (VUB)

The VUB is a TRiO program at Prince George's Community College that provides short-term remedial and refresher courses for veterans who have delayed pursuing a postsecondary education. The program focuses on helping veterans in core subject areas such as math, English, science, computers, and foreign language. This prepares the veterans for reentry into higher education.

The program is funded by the Department of Education to serve 125 low-income, disabled, and first generation veterans annually at no cost to the veteran. The program serve veterans residing in Washington D.C., Maryland, and Virginia.

For more information, contact A'Lelianne Warren at 301-322-0521.

## Veterans' Guide to Use of Educational Benefits at Prince George's Community College

### Purpose

This brochure is intended to help you take advantage of your VA educational benefits. We urge you to read it carefully. The college takes pride in the fact that all certifications are sent to the VA Regional Office electronically, in order to assure their receipt and to reduce the processing time of your claim.

In support of the Department of Veterans Affairs (DVA), Veterans Services at Prince George's Community College provides information about college services, referral information, and enrollment certification to Veterans and their dependents on a walk-in basis. If you have questions regarding your veterans educational benefits or college services, contact the college's Veterans Services Office.

## Veterans Services Office

Prince George's Community College  
Bladen Hall, Room 122

301 Largo Road, Largo, MD 20774-2199

Hours: Mon 8:30 a.m.–8 p.m., Tue–Thur 8:30 a.m.–6 p.m., Fri 8:30 a.m.–4:30 p.m.

Phone: 301-583-5282 | Fax: 301-322-0119

E-mail: veterans@pgcc.edu

## VA Contact Information

DVA Regional Office—Washington D.C.  
1722 I St. N.W., Washington, D.C. 20421-1111

DVA Regional Office—Baltimore  
31 Hopkins Plaza, Baltimore, MD 21201

GI Bill Website ..... [www.gibill.va.gov](http://www.gibill.va.gov)  
Education Inquiries ..... 1-888-442-4551  
Enrollment Verification..... 1-877-823-2378  
Address/Direct Deposit Change..... 1-877-838-2778  
Other Benefits..... 1-800-827-1000  
TTY ..... 1-800-829-4833

## Your VA Chapter

Here are brief descriptions of current DVA benefit programs, known as chapters. Your VA benefits are likely to fall under one of these chapters; always call the VA at 1-888-442-4551 or visit [www.gibill.va.gov](http://www.gibill.va.gov) to determine your status. Since these Chapters differ in some important ways, you need to be familiar with your chapter regulations.

### Chapter 30: Montgomery GI Bill—Active Duty (MGIB)

- ★ Must have entered active duty after June 30, 1985.
- ★ A contributory program—\$1200 through payroll deduction.
- ★ No allowance for dependents.
- ★ Thirty-six months of full-time entitlement; 10 years from date of discharge to use it.
- ★ Discharge must be Honorable.
- ★ You must have completed your initial contractual active duty obligation or separated early with a qualifying reason.

### Chapter 31: Vocational Rehabilitation for Disabled Veterans

- ★ VA must determine whether you qualify and they will notify the college.
- ★ Pays a monthly benefit plus tuition, fees, books, and supplies.
- ★ Pays an additional subsistence allowance for dependents.
- ★ Forty-eight months of full-time entitlement to be used over a maximum of 12 years.
- ★ You must be enrolled at least half-time to participate.
- ★ Deviations from your rehabilitation plan should be approved by your case manager prior to registration.

### Online Courses

Online courses are completely certifiable with the VA under Chapter 30, 31, 33, 35, 1606, and 1607.

### Housing Allowance—Chapter 33

Monthly housing allowance benefits are payable to students (other than those on active duty) enrolled solely in distance learning, at one-half the national average BAH for an E-5 with dependents

### Dropping a Course or Courses

VA must be notified immediately when you withdraw from a course or courses, so it is important that students report changes to their enrollment to the VA desk as soon as possible. Unless you can successfully prove that mitigating circumstances caused this action, you will be required to pay back to the VA, all money you received as a result of that course or courses starting from the first day of the semester. (Examples of acceptable mitigating circumstances are illness, family or financial emergencies, job transfer, and child care problems). One further thing to note: VA will allow one instance of withdrawal involving up to six credits without requiring proof of mitigating circumstances. For this one time, your benefits are terminated for the course (s) dropped as of the date of withdrawal, rather than the date the course (s) began. But that is the only time this treatment will apply. *NOTE: VA considers auditing a course the same as a withdrawal—no benefits can be paid!*

### Non-punitive Grades (Audit, W, Q, \*)

VA will charge you with an overpayment if you claim a course for benefits and then receive one of these non-punitive grades. The college is required to report such grades to the VA within 30 days of the time the grade is recorded.

If you receive an administrative withdrawal for non-attendance (Q grade), the college reports the course as withdrawn as of the end of the third week of the semester. This is the published deadline for awarding this grade.

The college also reports an F\* grade, which is given for academic dishonesty.

## Academic Pursuit, VA Style

VA has some firm regulations governing college enrollment and how it will be counted for payment. These regulations place some limits on you which are unique to recipients of VA benefits. Following are descriptions of how VA treats some rather common experiences.

### Co-op Courses

Co-op courses may be certified for payment so long as you are also enrolled in six or more regular credits (three in the summer). Benefits are paid at the co-op rate of 80 percent for the semester for all courses, not just the co-op course. *(NOTE: Chapter 1606 participants may be paid for co-op courses only if you enlisted or extended an enlistment to a six-year period on or after October 1, 1990).* No student will be certified for a co-op course that is not in six or more credits of regular coursework in the same semester.

### Credit for Prior Training

VA absolutely requires that you submit to the college, transcripts of all prior college work, as well as your military transcripts, for transfer evaluation. You must submit all transcripts even if you think no credit will be awarded, since the law says the college must officially determine that fact. You have two semesters in which to get all prior training evaluated. Otherwise, benefits will be withheld.

### Developmental Courses

To be paid for developmental courses (DLS, DVE, DVM, DVR), you must get a developmental certification form signed by one of the college's advisors and submit it with your other VA paperwork. This form verifies you need the course and must be submitted for every developmental course you take. VA will no longer pay for online developmental courses.

*NOTE: Chapter 1606 participants may be paid for developmental courses if you enlisted or extended your enlistment to a six-year period beginning on or after October 1, 1990.*

## Chapter 33: Post 9/11 GI Bill

The Post 9/11 GI Bill is for individuals with a minimum of 90 days of aggregate military service on or after September 11, 2001, as well as those discharged with a service-connected disability after 30 days of service after that date.

This program pays the following:

- ★ Up to 36 months of educational benefits, with up to 15 years from date of discharge to use them.
- ★ A percentage of tuition and fees, paid directly to the college. The amount paid is determined by your percent of eligibility as determined by the VA and is limited to either your actual charges or to the highest rates charged for the same credits by any public institution in Maryland, whichever is lower.
- ★ A monthly housing allowance based on the Basic Allowance for an E-5 with dependents living in the college's geographic area. *NOTE: Not payable to those on Active Duty. These payments are sent directly to you.*
- ★ An annual books and supplies stipend of up to \$1,000 paid proportionately, based on enrollment. *NOTE: Not available to active duty personnel. This payment is also sent directly to you.*
- ★ Transfer of entitlement: Active duty members serving on or after August 1, 2009 may be able to transfer benefits to your spouse or dependent children. You must be on active duty when you apply for this benefit. For eligibility criteria and application procedures please go to the VA website, [www.gibill.va.gov](http://www.gibill.va.gov). *NOTE: To receive this benefit, whether you are transferring from another VA education benefit program or applying to this one for the first time, you must complete a VA form 22-1990, Application for Benefits, and receive a Certificate of Eligibility which indicates the percent of eligibility you are qualified to receive. The college must have a copy of the certificate in your file to continue to process your benefits after your first semester here. Go to [www.gibill.va.gov](http://www.gibill.va.gov) to access the application form.*

### Chapter 35: Dependents' Educational Assistance Program

- ★ For qualified dependents of a veteran who is permanently and totally disabled as the result of, or dies of, a service-connected disability.
- ★ You may receive benefits until your eligibility period ends or you use all of your entitlement, whichever comes first.
- ★ Requires a special file number from VA which you must record on all VA paperwork.

### Chapter 1606: Montgomery GI Bill Selected Reserve

- ★ This program is for members of the reserve components of the Armed Forces who agreed to serve six years in the Selected Reserve beginning after June 30, 1985.
- ★ Reserve components decide who is eligible for the program, not VA. VA makes the payments for the program.
- ★ Must complete your Initial Active Duty for Training (IADT) and maintain Selected Reserve Status.
- ★ Must complete high school or have a G.E.D.
- ★ No restriction against service academy graduates.
- ★ Entitlement ends the date you separate from the Selected Reserve or 10 years from the date your eligibility began, whichever is earlier.

### Chapter 1607: Reserve Educational Assistance Program (REAP)

- ★ For members of the reserve components—Selected Reserve and Individual Ready Reserve who are called or ordered to active duty on or after September 11, 2001, for at least 90 consecutive days under a contingency operation, in response to a war or national emergency, as declared by the President or Congress.
- ★ Eligibility will be determined by the Department of Defense or the Department of Homeland Security as appropriate.
- ★ The allowance payable under REAP is a percentage of the MGIB Active Duty rate based on the number of continuous days served on active duty. Members receive 36 months of entitlement after serving the minimum 90 days.
- ★ Selected Reserve and Ready Reserve members must remain eligible for this benefit by continuing to serve in the Selected Reserve.

### Other Financial Resources

Edward T. Conroy Memorial Scholarship Program—The state of Maryland, through the Maryland State Scholarship Board, offers a scholarship to any student whose parent was a member of the armed forces and a resident at the time of death or was totally and permanently disabled as a result of military service after 12/7/41 or was declared a prisoner of war (POW) or missing in action (MIA) on or after 1/1/60. For more information, contact PGCC's Financial Aid Office located in Bladen Hall, Room 121.

### Do It By Degrees

VA expects you to work toward a degree approved by them. Fortunately, they have approved all our associate degrees, certificates, and letter of recognition programs, and the noncredit Municipal Police Academy and noncredit Real Estate Appraisal. Currently, no additional noncredit classes have been approved unless the student is receiving Chapter 31 benefits with the approval of their Vocational Rehabilitation Counselor.

Carefully select your academic program at the time you apply for admission. The program you select on your application will determine the courses you will need to take in order to complete your program. Every course for which you register will be approved or denied for payment of VA benefits based on whether or not it is required by that program according to the catalog under which you were admitted. Electives are allowed, but only up to the number of elective credits allowed in the published curriculum. If you aren't sure what is required, use Owl Link (at [www.pgcc.edu](http://www.pgcc.edu)) to create an Academic Program Evaluation for yourself. It will tell you exactly what is, and is not, applicable toward your particular program. An advisor can also run this evaluation for you.

If you wish to change your academic program, you must first go to the college's Advising Center to complete a Curriculum Change form. Then, bring a copy of the form to Veterans Services for processing. You must also complete a VA Curriculum Change form, 22-1995 or 22-5495 (CH 35), and determine the number of credits you've already completed which will apply to your new program. VA will charge you with a Change of Program if more than 12 credits are lost when you change programs. Since VA reserves the right to disapprove program changes after the second one, make these changes carefully.



and payments are delivered via regular mail. If you have questions about the status of your benefits request, first call the college Veterans Services, then call the VA, if necessary.

### How Much Will You Receive?

This is another “that depends” area. Active duty personnel receive tuition and fees. Veterans are paid according to their enrollment status—full time, three-quarter time, half time, or less than half time. The amounts for each category vary considerably, according to your Chapter, number of dependents (CH 31), applicable bonuses and kickers. Base payment rates for your chapter can be found at the GI Bill website.

### Active Duty Tuition Assistance

This benefit is paid directly to the college through paperwork you submit at the time you register. There are no monthly benefits associated with this option. Your paperwork should be submitted to the Cashier's Office rather than Veterans Services. Use of tuition assistance does not preclude use of VA benefits, however, so we suggest you check with Veterans Services once you have completed the paperwork needed by the Cashier's Office.

### National Guard and Reserve Tuition Assistance

It is recommended that you see your unit retention or education officer early for advice on eligibility, unit processes, and time frames for requesting tuition assistance so that after registration, you can be prepared to present all payment-related documents, i.e., tuition assistance form, state waiver letter, and school bill, to the Cashier's Office at the same time. If you submit any of these documents to the Cashier's Office after you have paid your bill, or signed up for the college payment plan, the paperwork will not be accepted.

If you do not want to receive interval payment, you **must** indicate that on the college's Benefits Update form at the time you submit it for the next semester.

### Overpayment Status

Overpayments occur whenever you receive a non-punitive grade (W, H, Q, F\*) in a course claimed for payment of benefits. If VA has charged you with an overpayment of benefits at some point in the past, you will not be paid again until they have recovered that debt. Be aware that the VA allows one instance of withdrawal from up to six credits without creating an overpayment in your file.

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## College vs. Veterans Administration

Always remember that you are, first of all, a student at Prince George's Community College. All college policies, procedures, rules, and regulations apply to you. Using Veterans benefits to help pay for your education will add to the steps you must take to register for or withdraw from classes. It will add another level of paperwork for you to fill out and a more restrictive set of guidelines for you to follow. VA paperwork does not replace college paperwork and vice versa. You must always do both, even if you simply report the same information twice.

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## Forms, Forms, and more Forms

It should come as no surprise that everything you do with regard to your VA educational benefits requires a form! To put it simply, you must complete one or more forms for the circumstances listed on page 8.

Chapter Number	Initial Application for Benefits	Additional Forms Required
30, 33	VA Form 22-1990	DDForm 214 (Mbr 4)
31	Completed at the VA Regional Office where your counselor is located.	VAForm 28-1905
35	VA Form 22-5490	
1606	VA Form 22-1990	DD Form 2384-1 Notice of Basic Eligibility (NOBE) available at your unit
1607	VA Form 22-1990 DD Form 214 (Mbr 4)	Military Orders and other documented evidence of qualifying service.
Chapter Number	Change of Program or Place of Training	Change of Name or Address
30, 31, 33, 1606, and 1607	VA Form 22-1995	Complete VA Form 20-572 and PGCC Name/Address Change Form
35	VAForm 22-5495	Complete VA Form 20-572 and PGCC Name/Address Change Form
All Chapters		
All Chapters	Complete PGCC Veterans Benefits Application (VBA) form every semester	This form gives us permission to notify VA of your enrollment. Early Registration and submission of your VBA is one key to timely processing of VA benefit requests
All Chapters	Changes in Enrollment (Add/Drop)	Complete PGCC Schedule Change Form
All Chapters	Semester Withdrawals	Complete Semester Withdrawal Form
NOTE: Students should immediately notify the VA desk of all changes to enrollment. Education forms are available at the VA desk and the VA website.		

## When Will the College Notify the VA of Your Enrollment?

At PGCC, your certification for benefits will occur shortly after you have settled your tuition bill. You can do this in several ways:

- ★ Sign up for the college's payment plan.
- ★ Apply available financial aid, tuition assistance, or other forms of third-party payment.
- ★ Submit paperwork (form 28-1905) verifying that the VA will pay your bill (CH 31 only).
- ★ Submit a copy of your Certificate of Eligibility for Post 9/11 GI Bill (CH 30, 33, 35, 1606, and 1607) and DD-214.
- ★ Pay the bill yourself.

*The college does not defer payments pending receipt of future benefits.*

## When Will You Get Your Money?

That depends... and it depends on so many things that it's hard to answer the question directly. The best answers will come from VA directly, after the school verifies your enrollment.

Generally, first-time users will have to wait at least 12 weeks, while continuing and returning students may have to wait from 8–12 weeks after the VA receives your request for payment. If more than eight weeks have passed since the first day of classes for the term in which you have applied for benefits and you have not received anything in writing from the VA, please contact the VA directly to determine the status of your request.

## How Do You Receive Payments?

VA education benefits follow a post-payment plan. In other words, you are paid around the first of a given month for your period of enrollment in the previous month.

To receive payment, Chapter 30, 1606, and 1607 recipients must verify enrollment monthly, on the last day of each month, by calling 1-888-823-2378 or logging on to the GI Bill website, go to "Information for Benefit Recipients" and then to WAVE. Payments are normally deposited into your bank account using direct deposit. Chapters 31, 33, and 35 do not require monthly enrollment verification