

Veteran Information Bulletin

VIB Packet

The Student Financial Services at FIDM welcomes you! I am eager to assist you as you continue your educational journey with us and hope that your time at FIDM will be a rewarding experience.

Listed below are your points of contacts for VA benefits. The Student Financial Service Office has prepared the following packet that outlines the procedures and processes that will enable you to successfully obtain your eligible benefits while on campus. Should you have any questions or need assistance, please do not hesitate to contact Patricia Martinez, Coordinator, VA Education Benefits in Student Financial Services Office so that I may assist you.

Patricia Martinez, Coordinator, VA Education Benefits

Telephone: (213) 624-1200 ext. 4205

Email: pmartinez@fidm.edu

STUDENT VETERAN BENEFIT CHECKLIST

In order to ensure the timely delivery of your eligible benefits, follow the checklist 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 FIDM:

Student Veterans NEW to FIDM:

- I have completed a FIDM Admissions Application.
- I have applied for VA education benefits via the <https://www.vets.gov> website
- I have submitted a “Certificate of Eligibility” form to Patricia Martinez, VA Education Coordinator at the Financial Services Office.
- I have an Advisement Sheet (Educational Plan) and will follow it each quarter.
- I have registered for classes.
- I have read and completed the VIB (Veteran Information Bulletin)
- I have notified Patricia Martinez of my total units registered.

Student Veterans CONTINUING at FIDM:

- I am following my advisement sheet (educational plan) each quarter. (If not, I have met with the Education office on campus to create a revised advisement sheet that I will follow).
- I have registered for the current quarter.
- I have notified Patricia Martinez of my total units registered.

HOW TO GET STARTED

In order to ensure the timely delivery of your eligible benefits, please closely follow the procedures listed below in order to receive benefits on campus:

Note: For all first-time applicants, the approximate wait time for payment of benefits is two months, pending the processing of all documents by the Veteran's Administration.

STEP ONE: Complete an Admissions Application

- Complete and file an Admissions application on-line at <http://www.fidm.com>

STEP TWO: 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 veteran on-line application website. Visit <https://www.vets.gov> to file a claim.
- After completing the on-line application (allow 2-3 weeks for processing) you will receive a "Certificate of Eligibility" (COE) form in the mail from the Department of Veterans Affairs, which you must submit to Patricia Martinez at the FIDM Financial Services Office.

STEP THREE: Apply for Financial Aid

- If you have not done so already, create your own FSA ID by visiting <https://fsaid.ed.gov/npas/idex.htm> so that you can complete the online version of the Free Application for Federal Student Aid (FAFSA).
- Complete the FAFSA online at <http://www.fafsa.ed.gov>.
- For assistance in completing your FAFSA application, contact the Financial Services Office at (213)624-1200 ext. 4210 at the Los Angeles campus.

* 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 FOUR: Complete and Submit VIB Required Forms

- Submit the "Certificate of Eligibility" (COE) form to Patricia Martinez at the FIDM Financial Services Office at the Los Angeles campus.
- Submit the Statement of Obligation and Responsibilities form (contained in this packet) to Patricia Martinez at the FIDM Financial Services Office.
- Submit the Veteran Administration Educational Benefits form (contained in this packet) to Patricia Martinez at the FIDM Financial Services Office.

STEP FIVE: Complete an Educational Plan

- Receive an advisement sheet (educational plan) before registering for your first quarter, which lists the classes you must take in your major, quarter by quarter.

STEP SIX: Register for Classes

- Once you are financially cleared, you may register for classes. You must ensure clearance for registration **each quarter.**

Post 911, Chapter 33 – Monthly Enrollment Verification:

Students who receive benefits under Chapter 33, Post 911 MUST verify their enrollment status for each month of attendance at FIDM.

If a student fails to verify enrollment for two consecutive months, VA will withhold future MHA (Monthly Housing Allowance) payments until a call is made to the Educational Call Center (ECC) at 888-442-4551 to verify.

VA Educational Benefits programs include the following:

Chapter 31—Veteran Readiness and Employment

Chapter 33—Post 9/11 GI Bill® & Post 9/11 GI Bill® Yellow Ribbon Program

Chapter 35—Survivors and Dependents Educational Assistance Program

Chapter 1606— Montgomery GI Bill® Selected Reserve

Please note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Veteran Student Services is trained to:

- Assist with military education benefits.
- Work with you to utilize the various resources available like the Career Center, Student Vet Center and SVA FIDM Chapter
- Help you make the most of prior coursework and training.
- Help you with flexible scheduling.
- Help you return to FIDM without penalty when called to active service.
- Provide Early Registration to students who are veterans.

STATEMENT OF OBLIGATION & RESPONSIBILITIES FORM

By signing this form, you, the veteran, dependent or spouse understand that you must meet all obligations and responsibilities stated on this form in order to be eligible to receive your VA educational or employment benefits while attending FIDM. This form is required for all first-time applicants for the use of VA education benefits at FIDM (regardless of VA benefit use at a prior institution).

NOTE: For all first-time applicants, the average wait-time for payment of benefits is two months – pending the receipt of all required paperwork.

REQUIRED FORMS TO START A CLAIM:

ALL Veterans/dependents must apply online at <https://www.vet.gov> for their specific request of educational benefits. The following forms must be submitted to Patricia Martinez, Coordinator, VA Education Benefits at the FIDM Financial Services Office, in order to begin processing your request for receipt of educational benefits.

Post 9/11 GI Bill®, Chapter 33, Yellow Ribbon must submit the following:

1. Certificate of Eligibility (COE) (visit <https://www.vet.gov> to fill out the application if you have not done so already)

REQUIRED FORMS TO REPORT CHANGE IN SCHOOL and/or MAJOR:

Veterans and Reservist changing place of training or educational majors must submit the following:

1. VA form 22-1995 (Request for change in program or place of training).

Dependents changing place of training must submit the following:

1. VA form 22-5495

Note: These forms can be found on the VA website <https://benefits.va.gov/gibill>

OBLIGATIONS & RESPONSIBILITIES FOR ALL VETERANS ATTENDING FIDM:

1. **Transcripts** – You must have your official transcript(s) for all prior postsecondary education and training attended **AND** your military transcripts turned in to Patricia Martinez, VA Education Benefits Coordinator, or your Admissions Advisor, to be evaluated before your first quarter of collecting VA educational benefits.
2. **Educational Plan** – You must follow your advisement sheet (educational plan) in order to receive benefits. You must also continue to make satisfactory progress toward completion of your educational goal, as well as maintain a 2.0 GPA each quarter. If satisfactory progress is not maintained and a 2.0 GPA is not kept each quarter, the school may place you on probation. (Consult the school catalog for specific probation information.) The VA will also be notified.
3. **Changing Majors/School** – If you decide to change your major or school, you must make an official change with a Student Advisor **and** inform Patricia Martinez, VA Education Benefits Coordinator.

4. **Every Quarter** – After registering and paying for your courses, if you add or drop classes, you **must** inform Patricia Martinez, VA Education Benefits Coordinator. Failure to do so may cause an overage or shortage in your payment disbursement. You may be liable for repayment to the VA if you receive an overage in payment.
5. **Very Important:** You have **TWO weeks** from the first day of the quarter to drop a class.
6. **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 during the following quarter. If the coursework has not been completed by the end of the following quarter, the “I” will automatically change to an “F”. Notification of non-punitive grades is submitted to the VA, which may result in an overpayment.
7. **Withdrawals** – You may be required to reimburse the VA for any money received for a “W” that is issued. You **must** immediately notify Patricia Martinez, VA Education Benefits Coordinator, of any change in units. If the VA is not notified promptly of your withdrawal, an overpayment will result.
8. **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 quarter, did not drop the course in a timely manner, or did not complete the final, the VA will be notified and you will be liable for any overpayments.
9. **Mitigating Circumstances** – If you are struggling due to mitigating circumstances and can provide information and documents to further explain your situation submit them to Patricia Martinez, Coordinator, VA Education Benefits
10. **FIDM Catalog & Student Handbook** – It is your responsibility to be familiar with the college’s matriculation, registration, retention, academic information, and campus regulations.
11. **Self-Verify** – It is your responsibility to create an account to report your enrollment and identity through **www.ID.me** to ensure monthly housing allowance and tuition/fee disburse and fund timely.
12. **Change of Address or Telephone Number** – It is your responsibility to immediately notify Financial Services, Patricia Martinez, Coordinator, VA Education Benefits Coordinator if you change your address and/or telephone number.

By signing this you understand that you are liable for any overpayment caused by your failure to abide by the above stated obligations and responsibilities. I also give FIDM permission to notify and furnish any information requested by the VA Administration regarding this claim.

**Veteran Administration Benefits
PAYMENT ACKNOWLEDGEMENT FORM**

STUDENT NAME: _____ DATE: ____/____/____

STUDENT I.D. # _____ - _____ - _____ MAJOR: _____

I understand FIDM has developed an agreement with the Department of Veterans Affairs, the grantor of my VA education or employment benefits. My schedule of payments has been revised to reflect any GI Bill® disbursements of funds for the Fall, Winter, Spring, and Summer quarters, in accordance with the Department of Veterans Affairs billing and payment provisions. FIDM will notify and certify enrollment status through VA in accordance with the above-described policy.

I may need to provide a copy of my **Certificate of Eligibility (COE) to the Financial Aid Office** as proof of my eligibility.

I also understand that if I am a GI Bill® recipient, I must attend **12 to 15** units per quarter, according to the advisement sheet (education plan), in order to receive a full disbursement of my VA funds. Should I elect to take less units in any quarter, I will be responsible for all debts resulting from reductions or termination of enrollment, or change of major, even if payment was submitted directly to the school on my behalf. I understand I **MUST** notify the Certifying School Officials of any changes to my schedule, and that I only **have Two Weeks** from the first day of the quarter to drop a class.

By following the Advisement Sheet (education plan), I will complete my enrollment agreement with FIDM, Los Angeles campus.

By signing this acknowledgement form, I hereby request that all payments from the Department of Veterans Affairs toward my Post 9/11 GI Bill®, Yellow Ribbon funds, or any other VA education or employment benefits will be applied to my tuition and fees at FIDM.

Any refund calculation will be based upon provisions governing the enrollment agreement as reflected on my signed Application for Admission.

School Contacts:

Patricia Martinez, VA Education Benefits Coordinator Email: pmartinez@fjdm.edu

STUDENT SIGNATURE

Date

Veterans, Spouses and Dependents of Veterans

Any questions about VA Education Benefits call the toll free number at **1-888-GI Bill® -1 (1-888-442-4551)** to speak with a Veterans Benefits Counselor.

Or visit the VA <https://benefits.va.gov/gibill/> website at to apply over the internet and expedite the application process.

Student Financial Services provides the Veterans Information Bulletin (VIB) for information regarding VA Education Benefits.

Please call the phone number or check the web site listed above for more information on VA Educational Benefits eligibility.

VA Internet Resources

- U.S. Department of Veterans Affairs website: <https://www.va.gov>
- Veteran Online Application: <https://www.vet.gov>
- **GI Bill®** website: <https://benefits.va.gov/gibill/>
- Veterans ebenefits website: <https://www.ebenefits.va.gov/ebenefits>
- Student Veterans of America Chapter: <http://www.studentveterans.org>

Student Bill of Rights
and
Considerations Prior to Enrollment

This document must be given to enrolling veterans and eligible persons when using GI Bill® education benefits at a private postsecondary institution approved for the training of veterans by the California State Approving Agency. This is provided for informational purposes only and is intended to give you guidance in order to optimize the use of your VA education benefits.

- **You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill® benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurships.**
- **You have the right to fully explore a program prior to enrolling. You may check out the school’s facilities and equipment, inquire about instructors’ qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.**
- **You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school’s standing with any accrediting association and/or licensing agency.**
- **You have the right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?**
- **You are entitled to clear data about the program’s success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a “placement”, including the length of time in the position. You will also be provided with the average starting salary.**
- **You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment, and fees.**

- **You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.**
 - **You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.**

- **You have the right to read and understand the contract, and all other materials, before signing up.**

- **You are entitled to a clear explanation of the school’s cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.**

- **You are entitled to a clear explanation of the school’s refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed just 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school’s refund policy to understand the consequences of withdrawing before the end of the term.**

- **You have the right to contact the California State Approving Agency at www.csaave.ca.gov or the state consumer protection agency if you are unable to resolve a complaint with the school.**

Student Signature

Date

Student Veterans of America Communication Form



We have a very active student veteran group (SVA) Student Veterans of America here at FIDM, and we would like you to be part of it. If you are interested please fill out this form.

Student Contact Information:

- Student Name: _____
- Cell Phone _____
- Text _____
(Providing your number here opts you in for text communication)
- Home Phone _____
- Email Address _____

What military branch are you part of or support?

- Army
- Marines
- Air Force
- Navy
- Coast Guard

Indicate if you are one of the following:

- Veteran
- Spouse
- Dependent
- Supporter

Would you prefer to be contacted by a female or male veteran?

- Female Veteran
- Male Veteran
- Either

Student Signature: _____ ID: _____

Student Veterans of America (SVA) is not just for veterans, it's for those who support our military branches.