

## TVCC Veteran Services “Getting Started” Check List

1. Apply for Admissions online at [www.tvcc.cc](http://www.tvcc.cc).
2. Review and decide on what VA Education benefit to use: <http://www.gibill.va.gov>.
3. Complete, submit, print, and sign your VA application at <https://vabenefits.vba.va.gov/vonapp/main.asp>
4. Apply for Financial Aid at [www.fasfa.ed.gov](http://www.fasfa.ed.gov).
5. Take the placement tests: Math, Writing in TVCC’s testing center.
6. Declare a program of study.
7. Meet with an Academic Advisor.
8. Enroll in classes that apply toward your declared program.
9. Complete a “Veterans Request for Certification form” this form is required each term you attend.
10. Order transcripts from all sources-military & other colleges/universities (these must arrive and be evaluated by the end of the first term of attendance) at [Jst.doded.mil](http://Jst.doded.mil).
11. After completing the above steps, and the TVCC Veterans Services in-house paperwork, set an appointment with the School Certifying Official to have your file reviewed.
12. Attach a copy of your Certificate of Eligibility.
13. You must bring a new “Veterans Request for Certification Form” to the Veterans Certifying Official for any and all changes (adds, drops, or WHEN YOU ENROLL in a new term). **Failure to do so may result in termination, overpayment of benefits, and/or could affect future eligibility.**

*For questions or to schedule an appointment, email or call:*

**Primary School TVCC-Ontario Contact**

[dkriegh@tvcc.cc](mailto:dkriegh@tvcc.cc)  
Debbie Kriegh  
School Certifying Official  
650 College Blvd  
Ontario, OR 97914  
541-881-5805

**Primary School TVCC-Caldwell Center & Aviation**

[jlynch@tvcc.cc](mailto:jlynch@tvcc.cc)  
Julie Lynch  
Aviation Program Manager  
School Certifying Official  
205 S 6<sup>th</sup> Ave  
Caldwell, ID 83605  
208-455-6860-Caldwell Center  
541-881-5975-Ontario Campus

[arom@tvcc.cc](mailto:arom@tvcc.cc)  
Angelina Rom  
Aviation Secretary  
School Certifying Official-Caldwell Campus  
205 S 6<sup>th</sup> Ave  
Caldwell, ID 83605  
208-455-6864



**TREASURE VALLEY COMMUNITY COLLEGE VETERAN SERVICES OFFICE  
IMPORTANT PHONE NUMBERS & WEB SERVICE**

**TVCC VETERANS OFFICE:**

TVCC Ontario Campus 650 College Blvd Ontario, OR 97914	TVCC Caldwell Center 205 S 6 <sup>th</sup> Ave Caldwell, ID 83605
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**TVCC SCHOOL CERTIFYING OFFICIAL:**

Debbie Kriegh	(541) 881-5805 Ontario Campus	<a href="mailto:dkriegh@tvcc.cc">dkriegh@tvcc.cc</a>
Julie Lynch (Aviation)	(541) 881-5975 Both Campus's	<a href="mailto:jlynch@tvcc.cc">jlynch@tvcc.cc</a>
Angelina Rom	(208) 455-6864 Caldwell Campus	<a href="mailto:arom@tvcc.cc">arom@tvcc.cc</a>

**VA REGIONAL OFFICE:** 1-(888) 442-4551 [www.gibill.va.gov](http://www.gibill.va.gov)

For questions on VA education benefits and payments.

**VERIFICATION OF ENROLLMENT:**

1-877-823-2378; <https://www.gibill.va.gov/wave/default.cfm>

Chapters 30, 1606, 1607 (REAP), call or go online to verify your enrollment on the last day of each month of attendance. **Failure to verify on a monthly basis will result in nonpayment.**

**VA DIRECT DEPOSIT:** 1-877-838-2778 To start, stop, or change your direct deposit information.

**VA DEBT MANAGEMENT CENTER:** 1-800-827-0648

**VA VOCATIONAL REHABILITATION OFFICE:** 208-429-2228

**VETERANS ADMINISTRATION:**

1-800-827-1000; [www.va.gov](http://www.va.gov) For information on benefits available to Veterans.

**DD-214:** Copies can be obtained at [www.archives.gov/veterans/evetrecs](http://www.archives.gov/veterans/evetrecs)

**VETERANS UPWARD BOUND:** 208-426-3632 [education.boisestate.edu/vub](http://education.boisestate.edu/vub)

**TRANSCRIPTS:**

Army, Navy/Marine Corps and Coast Guard Transcripts: <https://jst.doded.mil/>

Air Force Transcripts: (CCAF) [www.au.af.mil/au/ccaf](http://www.au.af.mil/au/ccaf)

TVCC Disabilities Services 541-881-5825

**Send all transcripts to:**

Treasure Valley Community College  
Admissions Office  
650 College Blvd  
Ontario, OR 97914

Electronic transcript can be sent to: [dkriegh@tvcc.cc](mailto:dkriegh@tvcc.cc)

[www.tvcc.cc](http://www.tvcc.cc) · 650 College Boulevard, Ontario, OR 97914 · (541) 881- 8822 · (541) 881- 2723 (TTY)

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# Treasure Valley Community College

Code: **JECBB/IKB**  
Adopted: 6/22/05  
Readopted: 10/14/09; 2/15/11; 7/26/11;  
3/20/12; 9/20/16  
Orig. Code(s): AR 903-15

## **Standards of Academic Progress for Recipients of Financial Aid and Veteran Affairs Benefits**

Students applying for or receiving financial aid assistance at TVCC must meet the following standards in all periods of enrollment to establish and maintain eligibility for financial aid and/or veteran's benefits. The Administrator of Student Services monitors and enforces Academic Standards (see IKA – Grading System) independently of the Standards of Academic Progress for recipients of financial aid and Veteran Affairs benefits.

The Standards of Academic Progress for recipients of financial aid and Veteran Affairs benefits are monitored and enforced for all aid applicants and aid recipients in all periods of enrollment without regard to an actual offer of or receipt of financial aid monies. Students must meet all general requirements and two standards of academic progress in order to establish and maintain eligibility for federal, state and institutional financial aid.

### **General Requirements (34 CFR 668.34)**

Students must complete Treasure Valley Community College admission requirements.

Students must have a high school diploma, GED or home school certificate. Students cannot be simultaneously enrolled in an elementary or secondary education program.

Students must be enrolled in an Associate of Arts, Associate of Science, Associate of Applied Science or an eligible one- or two-year certificate program.

### **1. GPA Requirement (34 CFR 668.34(a))**

Students must maintain a 2.0 quarterly GPA (as computed using a 4.0 scale);

Students who have attempted 90 college and remedial credits or more must maintain a 2.0 cumulative GPA;

Some awards have higher GPA requirements depending on their source. Please contact the awarding organization for additional information.

**2. Completion Rate Requirement (34 CFR 668.34(a)(6))**

Each quarter, students must complete a minimum number of credits attempted according to their enrollment status at the end of the full refund period as published in the quarterly class schedule.

Students who enroll:	Must Complete:
Full-time (12 or more credits)	12 Credits
Three-quarter time (9 to 11 credits)	9 Credits
Half-time (6 to 8 credits)	6 Credits
Less than half-time (less than 6 credits)	All credits attempted

Incompletes, repetitions and withdraws will all count against your completion rate and GPA.

**3. Maximum Credit Hour Requirement (34 CFR 668.34(a)(5),(b))**

Students must complete their degree or certificate program within the equivalent of 150 percent of the published number of credits required to complete the program. For example, the published length of an Associate of Arts degree is 90 credits; 135 attempted credits is the maximum allowed.

The 150 percent credit evaluation is calculated as follows:

- a. All TVCC credits attempted -plus-
- b. All repeated credits attempted -plus-
- c. All credits transferred from other colleges/universities -minus-
- d. All remedial credits attempted (course numbers less than 100, 45 credits maximum) = TOTAL

If, at any time, it is determined that a student has reached, exceeded, or cannot complete their degree requirements within the 150 percent limit, the student is ineligible for further aid. This 150 percent limit does not apply to VA benefits. See the VA Office for additional details.

Students who wish to use financial aid funds to complete a second degree or certificate at TVCC must submit an appeal to the Financial Aid Office along with a graduation plan for the second certificate/degree.

- a. All attempted credits from a prior certificate/degree that can apply to a second certificate/degree must be counted. Other non-remedial attempted credits that apply only to the prior degree program will be excluded from the 150 percent calculation for the second certificate/degree program.
- b. Students who appeal to complete a second degree successfully must continue to meet all financial aid standards of academic progress including the maximum credit hour requirement as calculated for the new degree program.

#### 4. **Notifications** (34 CFR 668.16(e)(4))

Satisfactory Progress Evaluations are made when a student initially applies for financial aid and at the conclusion of each quarter in which a student enrolls. (Students are considered “enrolled” if they are registered for classes at the conclusion of the full-refund period as published in the quarterly class schedule.)

##### a. Financial Aid “Warning”

Students in good standing who do not meet the standards of academic progress will be placed on financial aid “Warning”. In the event that a student does not meet standards of academic progress while on “Warning”, a student will be placed on academic probation. A student may not be placed on financial aid “Warning” for more than one term in a row. A financial aid “Warning” does not affect receipt of aid for subsequent quarters if the student meets standards of academic progress.

##### b. Financial Aid “Probation”

- (1) Students who do not meet the standards of academic progress while on “Warning” will be placed on financial aid “Probation.” A financial aid “Probation” prevents a student from receiving further financial aid at TVCC without filing a Financial Aid Probation Appeal and meeting with an academic advisor to develop a plan for academic success.
- (2) Students in good standing or otherwise who have attempted 90 credits and have less than a 2.0 cumulative GPA are immediately placed on financial aid “Probation” and referred to an academic advisor.

#### 5. **Appeals and Reinstatement** (34 CFR 668.34(c)(d))

A student on “Warning” or “Probation” who meets all standards of academic progress in a subsequent quarter of at least half-time enrollment (6 credits minimum) will be removed from financial aid “Warning” or “Probation” and placed in “Good” standing.

Students who are placed on financial aid “Probation” may appeal. Forms are available at [http://www.tvcc.cc/current/financialaid/finaid\\_forms.cfm](http://www.tvcc.cc/current/financialaid/finaid_forms.cfm) or in the Financial Aid Office.

A student must complete the following processes to successfully appeal their financial aid “Probation”:

- a. Fill out the Financial Aid Probation Appeal form with a detailed explanation of what the student will change in order to successfully complete their courses.
- b. Meet with a Student Services advisor to discuss the student’s academic situation and complete a graduation plan. Attach that plan to the appeal form.
- c. Provide evidence of a scheduled appointment with that advisor at the mid-way point of the term to discuss how the student is progressing.
- d. The student will agree to any restrictions on courses and/or funding during the “appeal” quarter, which is required by either the academic advisor or the Financial Aid Office.

If a student on “Probation” fails to meet the standards of academic progress in the term covered by the appeal, they may not file a second consecutive appeal and will be required to pay for a term of at least 6 credits, and complete it successfully before becoming eligible for financial aid again.

## 6. Terms and Definitions (34 CFR 668.34)

### Grading Symbols

The following are credits successfully completed: “A”, “A-”, “B+”, “B”, “B-”, “C+”, “C”, “C-”, “D”, “S”.

The following are **not** credits successfully completed: “F” = Failing, “FN” = Never Attended, “U” = Unsatisfactory, “I” = Incomplete, “W” = Withdrawal, “AU” = Audit, “NG” = No grade, “WIP” = Work in Progress.

### Repeat, Incomplete, Open-Ended and Audit Courses

Financial aid will only pay for courses to be repeated once (after any grade other than “W”). The student should consult with his/her faculty or academic advisor.

Some award may pay for a course to be repeated depending on their source. Please contact the awarding organization for additional information.

Incompletes must be arranged with instructors and must be completed as indicated by the instructor. For financial aid purposes, courses extended beyond a single term of enrollment are **not** credits successfully completed.

Audits must be arranged in advance with the instructor, are not eligible for financial aid, and do not count as classes completed for financial aid purposes.

### Non-Credit and Remedial Courses

Non-credit, community education, developmental education, adult basic education, and ESL courses which do not apply toward an eligible degree or certificate program are not eligible for financial aid. Financial aid funding for remedial courses (numbered below 100) is limited to 45 total credits.

END OF POLICY

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#### Legal Reference(s):

[ORS 341.529](#)

[ORS 341.531 to-534](#)

HEA Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34

**Request for Certification Form**

Select Benefit Chapter: \_\_\_\_\_ Term/Year: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

Declared Program/Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Course #	Section	Course Title	# of Credits	Applies to Degree

All classes must apply to the student’s declared degree, as outlined in the college catalog.

I understand I must inform TVCC Veterans Office of any changes after this form has been submitted.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please read and complete the entire form. Incomplete forms will not be certified.***

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Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

I HAVE NOT received any credit for college level courses.

I have received college level credit from the following schools (please include both military training and training received prior to military service.)

1. School \_\_\_\_\_

2. School \_\_\_\_\_

3. School \_\_\_\_\_

4. School \_\_\_\_\_

**Transcripts:** Order Military Transcripts: jst.doded.mil

**I UNDERSTAND THAT:**

- It is my responsibility to obtain official military and college transcripts from colleges I have previously attended, whether VA benefits were received or not. Transcripts must be received by TVCC’s Admissions Office by the end of the first term of attendance. Send transcripts to: Admissions Office, Treasure Valley Community College, 650 College Blvd, Ontario, OR 97914. Electronic transcripts can be sent to dkriegh@tvcc.cc.
- Benefits will be paid for one quarter only, pending an evaluation of my transcripts of prior training by the TVCC Admissions Office. It is my responsibility to check on my evaluation to make sure I am not repeating a class or taking classes that may have transferred in and apply towards my degree. I understand that this could cause an overpayment from VA to me and I am responsible for paying it back.
- An evaluation of prior credit is also required whenever I change my program of training. I must notify the VA office if I am changing my program, schedule, or if I add or drop a class. Veterans Request for Certification Form required.
- All classes I take must apply **DIRECTLY** toward my degree objective, as outlined in the college catalog. If I choose to take a class that does not apply to my degree objective, or drop a class for which the VA has provided educational benefits, I am solely responsible for any overpayment amount to be repaid to the VA.
- I understand that Veteran Education Benefits will not pay for: self-paced classes, repeating classes which have been successfully completed, and classes in which I receive a final grade of: FN, W, I, U or AU grades, or classes which I quit attending. These have to be reported to the VA. I could be terminated from VA benefits if I fail to meet the standards of Academic Progress.
- I may not repeat a course I have successfully taken prior to or after military training for VA payment (whether benefits were received for that training or not.)
- The VA is paying for the number of credits I receive at the end of the term. If I complete less than the number of credits I registered for, then I may owe an overpayment to the VA. For Chapter 33, this could include book money and BAH also. BAH payment is smaller for VA students taking all distance classes.
- I understand that the TVCC Veteran Services Office is an office of Treasure Valley Community College and not the Veterans Administration.
- Pay issues and questions should be directed to the VA at 1-888-442-4551 or via the VA e-benefits portal.
- In the event a student receiving chapter 33 benefits qualifies for a tuition waiver, the tuition waiver will be applied to the students account first. The VA will be billed for remaining tuition and fees. Please notify TVCC’s certifying official in the event you will be receiving a tuition waiver. Failure to notify the certifying official may result in an overpayment of benefits to the student.
- Benefits are paid at the end of the month.
- Taking all online classes will affect BAH. (50% of the National Average). Must take 7 or more credits to receive BAH.
- Chapter **30, & 1606**, students are responsible for verifying their enrollment on the last day of each month. Failure to verify on a monthly basis will result in non-payment. Call (877) 823-2378 or online at <https://www.gibill.va.gov/wave>.
- VA has amended its policy for “rounding out” to specify that any additional class(es) taken during the last term for the purpose of increasing training time or rate of pursuit, up to full-time, while not required for the specific beneficiary to graduate, are included within the program and would count toward an enrolled individual’s graduation requirements. Such classes must be specified by name in the approved program curriculum, and not have been already completed. A Veteran student can round out a schedule with additional courses to bring his/her course load up to a full-time schedule in his/her last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. This procedure can be done only once per program.

I have received and understand the standards of satisfactory progress and I realize that I must follow the above regulations: also, that I am responsible for any overpayment to VA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# LETTER OF AGREEMENT

Student Services-Veterans Office

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-Mail -TVCC Veterans' Services will use your student e-mail account to correspond with you. Please check your student e-mail account on a regular basis for reminders and messages that may affect your benefits.

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone #

\*Program of Study-**All courses certified for benefits must be listed in the catalog & required in the program.**

**I intend to enroll in classes at Treasure Valley Community College, Ontario Campus/Caldwell Campus. I am requesting certification to the Veterans' Administration for the period of time indicated below.**

**Indicate the terms you plan to attend**

Summer 20  
Fall 20  
Winter 20  
Spring 20

**Check the appropriate status:**

Full time (12 or more credits)  
3/4 Time (11-9 credits)  
1/2 Time (8-6 credits)  
Less than 1/2 (5 or fewer credits)

**Courses scheduled to meet other than the standard length of the term will be paid by the VA from the beginning date to the ending date of that course. Only College level Web classes can be certified.**

**I have completed VA Form 22-1990 online using VONAPP  
I have attached Certificate of Eligibility (must attach copy to receive benefits)  
I am on active duty**

Chapter 33 Post-9/11 GI Bill, (Billed 3<sup>rd</sup> Week of Term)

Chapter 33 Dependent(Billed 3<sup>rd</sup> Week of Term)

Chapter 30  
GI Bill/Active Duty

Chapter 31  
Vocational Rehabilitation

Chapter 35 VA File # \_\_\_\_\_  
Veterans Dependents

Chapter 1606  
Reserve/National Guard

**I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO REPORT MY LAST DATE OF ATTENDANCE IN ANY CLASS FROM WHICH I WITHDRAW (OR AM WITHDRAWN BY AN INSTRUCTOR) TO THE SCHOOL CERTIFYING OFFICIAL. I ALSO UNDERSTAND THAT WITHDRAWING, OR NON-ATTENDANCE OF A CLASS WILL RESULT IN AN OVER PAYMENT FROM THE VA. AND WILL BE THE STUDENT'S RESPONSIBILITY TO PAY VA BACK. I UNDERSTAND THAT EVERY CLASS I ENROLL FOR MUST APPLY TO MY PROGRAM. I AM ALSO AWARE THAT ONCE I RECEIVE A PASSING GRADE IN A CLASS, (EITHER FROM TVCC OR A TRANSFER CLASS) I CANNOT REPEAT THAT CLASS AND RECEIVE PAYMENT FOR IT.**

Any Student receiving VA Educational benefits while attending TVCC is required to obtain transcripts from military training, and all previously attended schools and submit them to the school for evaluation of prior credit and shortening of the program proportionately. I understand that I have one term to provide all official transcripts, or I cannot be certified for VA benefits until official transcripts have been received and evaluated. It is my responsibility to check with the Admissions Office on what credits transfer in towards my degree.

Check here if you have attended any other College or University. Degree received: \_\_\_\_\_  
I have \_\_\_\_\_ have not \_\_\_\_\_ previously attended TVCC.

I have received a copy of Treasure Valley Community College's Standards of Satisfactory Progress.

**My signature below acknowledges that I read the above information and understand my responsibility to follow VA regulations and College policy in order to remain in good standing and maintain my certification for VA educational benefits.**

**My signature below authorizes Treasure Valley Community College Veteran Office to release information regarding benefits and enrollment to the Department of Veterans' Affairs and other offices involved with processing and monitoring benefits.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**DATA FORM**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ TVCC ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Veterans Only:**

Branch of Service: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Honorable Discharge:    Yes        No    Are you currently Active Duty?    Yes    No

**Dependents Only:**

Are you a dependent of a Veteran?    Yes    No    If yes, Relationship: \_\_\_\_\_

Name of Veteran \_\_\_\_\_ SSN or VA File # \_\_\_\_\_

**All Students:**

Have you ever applied for any MGIB Educational Benefits?    Yes        No

Have you attended another college previously?    Yes        No

If Yes, Where? \_\_\_\_\_

Will TVCC –Ontario be your Primary School?    Yes        No

Will TVCC-Caldwell Center be your Primary School?    Yes        No

If not: Which School is? \_\_\_\_\_

**Degree or Certificate Choice:**

Program of Study: \_\_\_\_\_ Catalog: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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