

# VETERANS EDUCATIONAL BENEFITS

## Bowling Green Technical College (BGTC)

### WELCOME

The Financial Aid (FA) Office provides assistance to veterans and other individuals in obtaining educational benefits from the U.S. Department of Veterans Affairs (VA). This office administers the educational benefit programs of the VA for eligible students that attend BGTC, KATI and/or the Glasgow Technology Campus.

Our goal is to provide exemplary educational benefit programs and other supportive services to veterans, members of the National Guard/Reserves, and other eligible persons attending BGTC.

The FA Office is located in Bldg. "A" on the main campus in Bowling Green, KY. Office hours are from 7:30 a.m. to 3:30 p.m. CST, Monday through Friday. You may contact the office by calling (270) **901-1003** or (800) 790-0990, **x11003**, or email [Mike.Hills@kctcs.edu](mailto:Mike.Hills@kctcs.edu).

### INSTITUTIONAL APPROVAL:

Bowling Green Technical College and its associated campuses have been approved by the Kentucky Approving Agency for Veteran's Education and the U.S. Department of Veterans Affairs (VA) for veteran's educational training. VA Educational Programs approved for training are:

- Chapter 30      MGIB - Active Duty
- Chapter 31      Vocational Rehabilitation
- Chapter 32      VEAP
- Chapter 35      Dependents Educational Assistance Program
- Chapter 1606    MGIB - Reserves/National Guard

### APPLYING FOR BENEFITS:

To obtain your GI Bill/Educational Benefits you will need to complete the required application and attach all supporting documentation. Send the application and supporting documentation to the BGTC FA Office. BGTC staff will review and forward application to the VA, or you may send it directly to the VA. Application forms may be obtained from BGTC FA Office, any VA office or at [www.gibilill.va.gov](http://www.gibilill.va.gov).

VA Educational Programs with respective application requirements are listed below. If you have any questions, please contact the FA Office.

### **Chapter 30 (MGIB – Active Duty):**

- Complete [Application for VA Education Benefits](#), VA Form 22-1990.
- Attach a photocopy of Copy 4 of all DD Form 214s, [Separation from the Armed Forces](#).
- If you are married and applying for benefits under [Chapter 30\(Category 2\)](#), you will also need to complete [Declaration of Status of Dependents](#), VA Form 686c.

### **Chapter 31:**

- Complete [Disabled Veterans Application for Vocational Rehabilitation](#), VA Form 28-1900.
- Contact the VA Regional Office in Louisville by calling **(502) 582-5836** and request **an** appointment with a Vocational-Rehabilitation counselor.

### **Chapter 32 (VEAP):**

- Complete [Application for VA Education Benefits](#), VA Form 22-1990.
- Attach a photocopy of Copy 4 of all DD Form 214s, [Separation from the Armed Forces](#).

### **Chapter 35 (Spouses / Dependents):**

- Complete [Application for Survivors & Dependents Educational Assistance](#), VA Form 22-5490

### **Chapter 1606 (MGIB – Selected Reserves/National Guard)**

- Complete [Application for VA Education Benefits](#), VA Form 22-1990.
- Attach a photocopy of [Notice of Basic Eligibility](#), DD Form 2384.
- If you are eligible for a National Guard "kicker", attach a copy of [DD Form 4, Annex K](#), from your National Guard enlistment contract.

## **TRANSFER STUDENTS:**

If you used VA Educational Benefits at a previous school and want to transfer to BGTC:

- You do **NOT** have to reapply for those benefits. However, you will need to come into or contact the FA Office to complete a [Change of Program or Place of Training](#), VA Form 22-1995 or VA Form 22-5495.
- Have academic transcripts from all previous schools attended sent to BGTC Registrar's Office for evaluation of prior credit.

## VA RULES & REGULATIONS:

The VA has established a series of rules and regulations governing the administration of VA educational benefits. Outlined below are how these rules and regulations affect you, as a student receiving VA educational benefits at BGTC.

### Enrollment Certifications:

Each term the FA Office will certify your enrollment status to the VA. You **CANNOT** receive payment for any of the following situations:

- Taking a course that does not apply toward your major or program objective.
- Taking a course for personal enrichment.
- Repeating a course other than for W (Withdrawal) or F (Failure).
- Auditing a course.

**NOTE:** Check with the FA Office if you decide to repeat a course or take course(s) that are not part of your approved program.

### Change of Program:

If you change your major or program objective, you must file a request with the VA. To do this, simply stop by the FA Office and fill out [Change of Program or Place of Training](#), VA Form 22-1995 or 22-5495. You **CANNOT** pursue more than one major or program objective at a time.

### Satisfactory Academic Progress/Academic Probation:

VA requires students who receive VA educational benefits to maintain satisfactory academic progress. BGTC defines satisfactory academic progress as the guidelines reflected in current KCTCS catalog.

## CLASS SCHEDULE:

To receive or to continue receiving VA Educational Benefits at BGTC you **MUST** bring/send a copy of your schedule to the FA Office, each time you register. **NOTE:** *To be considered full-time for VA purposes, a student must be registered for a minimum of 12 credit hours per semester.*

**IMPORTANT** – If you are receiving Montgomery GI BILL Active Duty (Chapter 30) or Selected Reserve/National Guard (Chapter 1606) you **MUST** verify your enrollment monthly to receive payment. This verification **CANNOT** be done prior to the last day of the month. Verification can be accomplished by using the Web Automated

Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave/> or by calling 1-877-823-2378 and following the prompts.

## **ADDRESS CHANGES:**

Any change in your address should be reported to FA Office and **MUST** be reported to the VA by calling 1-888-442-4551.

## **NUMBER OF DEPENDENTS:**

All changes in the number of your dependents should be reported to the BGTC FA Office with required documentation. **NOTE:** *Number of dependents is applicable to Chapters 31 & 34 only.*

## **WITHDRAWAL:**

Withdrawals **MUST** be reported to the BGTC FA Office with last date of attendance.

## **DROP/ADDS:**

Any increase or decrease in the number of hours you enrolled **MUST** be reported to BGTC FA Office with the last date of attendance. **NOTE:** *Any changes in number of hours enrolled could affect your rate of payment.*

## **For additional information contact:**

Veterans Administration at (888) 442-4551 or on the web at [www.gibill.va.gov](http://www.gibill.va.gov)

AND/OR

Mike Hills, VA Certifying Official  
Financial Aid Office  
1845 Loop Drive  
Bowling Green, KY 42101  
Phone Number (270) **901-1003**  
[Mike.Hills@kctcs.edu](mailto:Mike.Hills@kctcs.edu)