

# MIDWESTERN STATE UNIVERSITY NEW STUDENT GUIDE



We are here to serve those who served!



## Office of Veterans Affairs Midwestern State University

School Certifying Officials:

Leigh Shuffield

Arianna Shorey

VA Assistants:

Isaac Yeargin

Phone:

(940) 397-4305

Email:

[veterans.affairs@msutexas.edu](mailto:veterans.affairs@msutexas.edu)

Fax (email is preferred):

(940) 397-4672

Address:

3410 Taft Boulevard

Wichita Falls, TX 76308

Campus Location:

Hardin South, Room 100

Website:

[msutexas.edu/registrar/veterans](http://msutexas.edu/registrar/veterans)

# Welcome to MSU!



# MIDWESTERN STATE UNIVERSITY

## NEW STUDENT GUIDE TO VA BENEFITS



### Initial Procedures

- Apply for admission to Midwestern State University: [msutexas.edu/admissions/index](https://msutexas.edu/admissions/index)
- Request all official high school and/or college transcripts be sent to the MSU Admissions Office  
For military transcripts:
  - Army, Coast Guard, Marine Corps, and Navy (Active Duty, Reserve, and Veterans) request transcripts through Joints Services Transcript (JST): [jst.doded.mil](https://jst.doded.mil)
  - Air Force (CCAF): [airuniversity.af.edu/Barnes/CCAF/Display/article/803247/community-college-of-the-air-force-transcripts/](https://airuniversity.af.edu/Barnes/CCAF/Display/article/803247/community-college-of-the-air-force-transcripts/)
- Apply for Financial Aid at [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
- Visit the MSU Financial Aid website: [msutexas.edu/finaid/](https://msutexas.edu/finaid/)
- If this is your first time ever using federal VA Education Benefits, you must apply for a Certificate of Eligibility through the Department of Veterans Affairs: [va.gov/education/how-to-apply/](https://va.gov/education/how-to-apply/)
- If you have used VA Education Benefits at another school but are new to MSU, you must submit a Change of Program or Place of Training form to the VA. These forms are available online at:
  - For Chapters 30, 31, 33, or 1606: [va.gov/find-forms/about-form-22-1995/](https://va.gov/find-forms/about-form-22-1995/)
  - For Chapter 35 or Fry Scholarship: [va.gov/find-forms/about-form-22-5495/](https://va.gov/find-forms/about-form-22-5495/)
- For more information specific to the Chapter you plan to use, visit our website: [msutexas.edu/registrar/veterans/](https://msutexas.edu/registrar/veterans/) or see the following Federal VA Education Benefit Programs page

**Priority Deadline for Submission:**  
**5:00 PM on the first day of class**  
**of the semester for which you wish to use benefits**

**Please note: will continue to accept applications through the end of the respective semester; however, if you apply after our priority deadline, we cannot guarantee your benefits will be processed before the payment deadline. If you are unable to submit all required documents by the priority deadline, please make payment arrangements with the Business Office.**



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### **Federal VA Education Benefit Programs**

To apply for any of the benefits listed below, visit the VA website: [va.gov/education/how-to-apply/](https://va.gov/education/how-to-apply/)

#### **Chapter 30 – Montgomery GI Bill® (MGIB)**

Active duty service member who paid an initial \$1,200 into the program on initial entry onto active duty  
[va.gov/education/about-gi-bill-benefits/montgomery-active-duty/](https://va.gov/education/about-gi-bill-benefits/montgomery-active-duty/)

#### **Chapter 31 – Veteran Readiness and Employment Program (VR&E)**

Service member who has a service connected disability rating of 10% or higher may qualify  
[va.gov/careers-employment/vocational-rehabilitation/how-to-apply/](https://va.gov/careers-employment/vocational-rehabilitation/how-to-apply/)

#### **Chapter 33 – Post 9/11 GI Bill®**

Service member who served on active duty after 9/11/2001 for a minimum of 90 days or dependents of eligible service members

[va.gov/education/about-gi-bill-benefits/post-9-11/](https://va.gov/education/about-gi-bill-benefits/post-9-11/)

#### **Chapter 35 – Dependents Education Assistance (DEA)**

Dependents of 100% disabled or deceased veterans

[va.gov/education/survivor-dependent-benefits/dependents-education-assistance/](https://va.gov/education/survivor-dependent-benefits/dependents-education-assistance/)

#### **Chapter 1606 – Montgomery GI Bill®-Selected Reserve (MGIB-SR)**

Active service member in a drilling Reserve or National Guard unit

[va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/](https://va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/)

#### **Edith Nourse Rogers STEM Scholarship**

Chapter 33 veterans pursuing a degree in the STEM field and have exhausted (or will exhaust within 180 days) Chapter 33 benefits

[va.gov/education/other-va-education-benefits/stem-scholarship/](https://va.gov/education/other-va-education-benefits/stem-scholarship/)

*Required Documents for all benefits listed above:*

- MSU Benefit Request Form
- Certificate of Eligibility in the student's name (not required for Chapter 31)
- Joint Service Transcript or CCAF transcript (if the student is the veteran)

*For Chapter 31, veterans must apply through the VA.gov website and meet with an assigned VR&E counselor to determine eligible programs.*

**Contact the VA at: (888) 442-4551**



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### Important Information

#### **Choice of Benefit**

It is possible to be eligible for more than one benefit, so research each benefit carefully as some decisions are **irreversible**. Some veterans are eligible for Chapters 30 and 33. A veteran may choose Chapter 30 for the entitlement of 36 months. Once it is fully exhausted, the student may apply for Chapter 33 benefits and may receive an additional 12 months of that benefit. If a student chooses Chapter 33 before exhausting Chapter 30, the student will only receive the time left on Chapter 30 as Chapter 33 (no additional 12 months will be added). If you need more assistance on selecting the best benefit, visit [va.gov/education/gi-bill-comparison-tool/](http://va.gov/education/gi-bill-comparison-tool/) or call the VA at (888) 442-4551.

#### **Transfer of Entitlement (ToE) or Transfer of Education Benefits (TEB)**

Eligibility of service members to transfer their benefits to their spouse or dependent(s) must first be determined by the Department of Defense. More information can be found at [va.gov/education/transfer-post-9-11-gi-bill-benefits/](http://va.gov/education/transfer-post-9-11-gi-bill-benefits/)

#### **Kickers**

Students who are paid under Chapters 30 and 1606 will be paid more if the student opted to contribute more than required in the enlistment contract. This might be referred to as the Army College Fund or the Navy Sea College Fund.

#### **Enrollment Verification**

Students receiving Chapter 33 benefits and enrolled greater than half time and students receiving Chapters 30 or 1606 benefits are required to report monthly enrollment to the VA. Failure to verify may cause your monthly benefits to stop. Find out how to verify your enrollment based on your Chapter at: [va.gov/education/verify-school-enrollment/](http://va.gov/education/verify-school-enrollment/)

#### **VA Work Study**

The VA allows students who receive federal VA benefits to work in the MSU Office of Veterans Affairs. Students must be enrolled in 3/4 time or greater and meet the minimum GPA requirements (2.000 for undergraduates; 3.000 for graduates). It is a great opportunity for those who would like to learn more about VA benefits and gain experience working in an office environment. If you are interested, please contact us to find out if any positions are available at this time.

#### **Tuition and Fees**

We report eligible, in-state tuition and fees to the VA after deducting tuition for any ineligible classes, ineligible fees, and any aid awarded for the sole purpose of defraying tuition and fees.

For Chapters 31, 33, and Hazlewood, you are responsible for any remaining balance after benefits have been applied to your account. For all other VA benefits, you must make payment arrangements with the MSU Business Office as your benefit stipend may not reach you before the payment deadline. Failure to take care of tuition and fees may result in classes being voided, and you will no longer be registered for classes.

Please contact the MSU Business Office to make payment arrangements or for information about payment deadlines. You can reach them at (940) 397-4101 or [bus.office@msutexas.edu](mailto:bus.office@msutexas.edu).



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### Certification Process

After submitting all required background documentation, the next step to utilize VA and/or Hazlewood benefits is to notify the MSU Office of Veterans Affairs that you wish to use your benefits. If you are using federal benefits only, you will do this by completing a Benefit Request Form. If you are using Hazlewood only, you will do this by completing a Hazlewood Application. If you utilize a federal benefit and Hazlewood, you must complete a Benefit Request Form and a Hazlewood Application. **You must submit a Benefit Request Form and/or Hazlewood Application for each semester that you wish to use benefits.** Please complete this form once you have registered for the semester. You can find the Benefit Request Form and Hazlewood Application at:

- Benefit Request Form: [msutexas.campuslabs.com/engage/submitter/form/start/558808](https://msutexas.campuslabs.com/engage/submitter/form/start/558808)
- Hazlewood Application (first time only): [tvc.texas.gov/wp-content/uploads/2021/12/Forms-TVC-ED-1-and-TVC-ED-1a-Texas\\_Hazlewood\\_Act\\_Exemption\\_Application\\_with\\_Supporting\\_Documents\\_Instructions-Revised-01DEC21-v2.pdf](https://tvc.texas.gov/wp-content/uploads/2021/12/Forms-TVC-ED-1-and-TVC-ED-1a-Texas_Hazlewood_Act_Exemption_Application_with_Supporting_Documents_Instructions-Revised-01DEC21-v2.pdf)
- Continued Enrollment Hazlewood Application: [tvc.texas.gov/wp-content/uploads/2021/12/Form-TVC-ED-2-Texas\\_Hazlewood\\_Act\\_Exemption\\_-\\_Application\\_For\\_Continued\\_Enrollment-Updated-08DEC21.pdf](https://tvc.texas.gov/wp-content/uploads/2021/12/Form-TVC-ED-2-Texas_Hazlewood_Act_Exemption_-_Application_For_Continued_Enrollment-Updated-08DEC21.pdf)

We begin certifying benefits approximately 1-2 weeks before the first day of class. For Chapters 31, 33, and Hazlewood, you should see your benefits in your TouchNet account by the 12<sup>th</sup> class day of the semester. You are responsible for any remaining balance on your account. For all other VA benefits, you will receive a monthly stipend from the VA around the beginning of the month. The VA pays in arrears, so you must make payment arrangements with the MSU Business Office as you may not receive a VA stipend until the month after classes have already begun.

Below are some ineligible classes and fees. Please be aware that this is not a comprehensive list.

- Developmental or remedial courses unless required based on TSI requirement
- Courses not required for your degree program as outlined in the university catalog
- Repeated courses unless required based on degree program
- More than two physical activity courses
- Out of state tuition (students are responsible for the difference between in and out of state tuition)
- Various other fees, to include:
  - Courseware fees and taxes
  - Housing/meal plans
  - Late registration fees
  - Payment plan fees

### Changes and Updates

If you add classes to your schedule on or after the first day of the semester and wish to use benefits toward the new classes, you must notify the MSU Office of Veterans Affairs. Failure to notify us could result in delays or underpayment of benefits. Notify us of schedule additions using our VA Class Schedule Additions form: [msutexas.campuslabs.com/engage/submitter/form/start/559822](https://msutexas.campuslabs.com/engage/submitter/form/start/559822)

We will receive notice from the Office of the Registrar if you drop classes or withdraw from a semester. We will modify your VA certification, and the VA will determine if they will pay for dropped classes or withdrawn enrollment. If the VA chooses not to pay, you will be responsible for the corresponding tuition and fees.



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### Texas Education Benefits Program

The Hazlewood Act Exemption is a State of Texas benefit that provides qualified veterans, spouses, and dependent children with an education benefit of **up to 150 hours of tuition exemption**, including most fee charges, at public institutions of higher education in Texas.

**Hazlewood Act Exemption:** [tvc.texas.gov/education/hazlewood-act/](http://tvc.texas.gov/education/hazlewood-act/)

Texas Veteran: Military veterans, who, at the time of entry into the U.S. Armed Forces, were Texas residents, designated Home of Record as Texas, or entered military service in the state of Texas

*Required Documents:*

- Hazlewood Application
- DD-214 (Member 4)
- Certificate of Eligibility for federal GI Bill® benefits (if the veteran served on or after 9/11/2001)
- Screenshot of Texas Veterans Commission account showing student's name and email address

Legacy Children: Eligible children of Texas veterans whose parent transferred all or part of their unused Hazlewood benefit hours

*Required Documents:*

- Hazlewood Application
- DD-214 (Member 4)
- Certificate of Eligibility for federal GI Bill® benefits (if the veteran served on or after 9/11/2001, **unless** veteran also separated prior to 8/1/2009 AND type of separation on DD-214 is *discharged* or *retired*)
- Relationship Documentation (such as a birth certificate or adoption papers)
- Screenshot of Texas Veterans Commission account showing student's name and email address
- Screenshot of Texas Veterans Commission account showing veteran's name and email address

Child or Spouse of a 100% Disabled or Service-Related Deceased, Missing in Action, or Killed in Action

Veteran: Eligible child or spouse of a Texas veteran classified as one of the above

Can be used in conjunction with Chapter 35 benefits

*Required Documents:*

- Hazlewood Application
- DD-214 (Member 4)
- Veteran's letter of disability (if 100% disabled)
- DD-1300 Report of Casualty or letter from VA indicating the veteran's death was service-related (if deceased, MIA, or KIA)
- Certificate of Eligibility for federal GI Bill® benefits (if the veteran served on or after 9/11/2001)
- Relationship Documentation
- Screenshot of Texas Veterans Commission account showing student's name and email address

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 <https://www.benefits.va.gov/gibill>.