



VETERAN STUDENT HANDBOOK



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STUDENT SERVICES AND VETERANS
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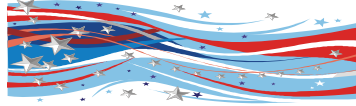
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ELIGIBILITY & ENTITLEMENT



The Post-9/11 GI-Bill (Chapter 33)

http://www.gibill.va.gov/benefits/post_911_gibill/index.html

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

For more information see our Post-9/11 GI Bill pamphlet

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty. The Post-9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents.

Some of the benefits the Post-9/11 GI Bill will pay include:

- Your full **tuition & fees** directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at the national maximum rate. If you are attending a private Institution of Higher Learning in AZ, MI, NH, NY, PA, SC or TX you may be eligible for a higher tuition reimbursement rate. For those attending a more expensive private school or a public school as a non-resident out-of-state student, a program exists which may help to reimburse the difference. This program is called the **“Yellow Ribbon Program”**.
- A **monthly housing allowance (MHA)**
- An **annual books & supplies stipend**
- A one-time **rural benefit payment**

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Benefits of the Yellow Ribbon Program

The Post-9/11 GI Bill will pay you:

- all resident tuition & fees for a public school
- the higher of the actual tuition & fees or the **national maximum** per academic year for a private school
- an exception to this exists for students enrolled in private schools in AZ, MI, NH, NY, PA, SC or TX. In these cases we will pay the higher of the actual tuition & fees or the highest public in-state undergraduate tuition & fees

Your actual tuition & fees costs may exceed these amounts if you are attending a private school or are attending a public school as a nonresident student.

Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an additional charge to your GI Bill entitlement.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institution.

Eligibility

Only veterans entitled to the maximum benefit rate (based on service requirements) or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program (child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate).

Therefore, you may be eligible if:

- You served an aggregate period of active duty after September 10, 2001, of at least 36 months;
- You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 10, 2001;
- You are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.

How will I Know My School is Participating in the Yellow Ribbon Program?

You must be enrolled in an approved program offered by an IHL.

Montgomery GI Bill

The Montgomery GI Bill (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the [Montgomery GI Bill-Active Duty \(Chapter 30\)](#) and [The Montgomery GI Bill-Selected Reserve \(Chapter 1606\)](#). Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a reservist must be actively drilling and have a 6-year obligation in the Selected Reserve to be eligible.

Montgomery GI Bill Active Duty (MGIB-AD) Chapter 30

http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

\$600 Buy-up Program

Some service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. The additional contribution must be made while on active duty. For more information contact your personnel or payroll office.

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College
- Technical or Vocational Courses
- Correspondence Courses
- Apprenticeship/Job Training
- Flight Training
- High-tech Training
- Licensing & Certification Tests
- Entrepreneurship Training
- Certain Entrance Examinations
- Who is Eligible?

You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or GED or in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

CATEGORY I

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

CATEGORY II

- Entered active duty before January 1, 1977
- Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam-Era GI Bill

CATEGORY III

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91,
- OR involuntarily separated on or after 11/30/93,
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1200

CATEGORY IV

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97
- Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called "kickers"). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

How Can I Apply?

You can apply by filling out **VA Form 22-1990**, Application for Education Benefits.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-AD except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Montgomery GI Bill Active Duty (MGIB-SR) Chapter 1606

http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

You may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. VA makes the payments for this program.

You may be entitled to receive up to 36 months of education benefits.

Your eligibility for the program normally ends on the day you leave the Selected Reserve.

One exception to this rule exists if you are mobilized (or recalled to active duty from your reserve status), in this case your eligibility may be extended for the amount of time you are mobilized PLUS four months. For example, if you are mobilized for 12 months your eligibility period is extended for 16 months (12 months active duty PLUS 4 months.) So even if you leave the reserves after mobilization, you may have additional eligibility to the MGIB-SR.

If your unit is deactivated during the period beginning on October 1, 2007 through September 30, 2014 or you are involuntarily separated (for reasons other than misconduct) you will retain your original period of eligibility which is 14 years from the date of your first 6 year obligation with the selected reserves.

Eligibility

To qualify, you must meet the following requirements:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation.

For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990;

- Complete your initial active duty for training (IADT);
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement;
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB - SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

How to Apply

Your unit will give you a DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program. Your unit will also code your eligibility into the Department of Defense personnel system so that VA may verify your eligibility.

You should then make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete **VA Form 22-1990**, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train.

If you have started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999, (not available online) Enrollment Certification, and send all the forms to VA.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-SR except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Reserve Educational Assistance Program (REAP)

Chapter 1607

http://www.gibill.va.gov/benefits/other_programs/reap.html

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

\$600 Buy-up Program

Some reservists may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the "buy-up" program.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under REAP except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Survivors' and Dependents' Educational Assistance Program (Chapter 35)

http://www.gibill.va.gov/benefits/other_programs/dea.html

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Eligibility

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such permanent and total service-connected disability was in existence.
- A servicemember missing in action or captured in line of duty by a hostile force.
- A servicemember forcibly detained or interned in line of duty by a foreign government or power.
- A servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Period of Eligibility

If you are a son or daughter and wish to receive benefits for attending school or job training, you must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 and to continue after age 26. Marriage is not a bar to this benefit. If you are in the Armed Forces, you may not receive this benefit while on active duty. To pursue training after military service, your discharge must not be under dishonorable conditions. VA can extend your period of eligibility by the number of months and days equal to the time spent on active duty. This extension cannot generally go beyond your 31st birthday, there are some exceptions.

If you are a spouse, benefits end 10 years from the date VA finds you eligible or from the date of death of the veteran. If the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge a spouse will remain eligible for 20 years from the effective date of the rating. This change is effective October 10, 2008 and no benefits may be paid for any training taken prior to that date.

For surviving spouses (spouses of service members who died on active duty) benefits end 20 years from the date of death.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. Send it to the VA regional office with jurisdiction over the State where you will train. If you are a son or daughter, under legal age, a parent or guardian must sign the application.

If you have started training, take your application to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send both forms to VA.

Section 301 of Public Law 109-461 adds a new category to the definition of "eligible person" for DEA benefits. The new category includes the spouse or child of a person who:

VA determines has a service-connected permanent and total disability; and at the time of VA's determination is a member of the Armed Forces who is hospitalized or receiving outpatient medical care, services, or treatment; and is likely to be discharged or released from service for this service-connected disability.

Persons eligible under this new provision may be eligible for DEA benefits effective December 23, 2006, the effective date of the law.

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Special Restorative Training is available to persons eligible for DEA benefits. The Department of Veterans Affairs may prescribe special restorative training where needed to overcome or lessen the effects of a physical or mental disability for the purpose of enabling an eligible person to pursue a program of education, special vocational program or other appropriate goal. Medical care and treatment or psychiatric treatments are not included.

Special Vocational Training is also available to persons eligible for DEA benefits. This type of program may be approved for an eligible person who is not in need of Special Restorative Training, but who requires such a program because of a mental or physical handicap.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under DEA except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Veterans Educational Assistance Program (VEAP)

Chapter 32

http://www.gibill.va.gov/benefits/other_programs/veap.html

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. You may use these benefits for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency, and refresher training may also be available.

Benefit entitlement is 1 to 36 months depending on the number of monthly contributions. You have 10 years from your release from active duty to use VEAP benefits. If there is entitlement not used after the 10-year period, your portion remaining in the fund will be automatically refunded.

Eligibility

To qualify, you must meet the following requirements:

- Entered service for the first time between January 1, 1977, and June 30, 1985;
- Opened a contribution account before April 1, 1987;
- Voluntarily contributed from \$25 to \$2700;
- Completed your first period of service; and
- Were discharged or released from service under conditions other than dishonorable.
- If you are currently on active duty and wish to receive VEAP benefits, you must have at least 3 months of contributions available.

Contributions may be withdrawn if you do not meet the basic eligibility requirements or if you formally request a refund of the contributions withheld.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train. If you are not on active duty, send copy 4 (Member Copy) of your DD Form 214, Certificate of Release or Discharge From Active Duty. If you are on active duty, you must have your enrollment approved by your base Education Services Officer, and you must have your service verified by your Commanding Officer.

If you have started training, take your application and Member Copy of DD Form 214 to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to VA.

If you wish to withdraw your contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to your nearest VA regional office.

Vocational Rehabilitation Program (Vet-Rehab)

Chapter 31

<http://www.vba.va.gov/bln/vre/>

The Vocational Rehabilitation and Employment (VR&E) VetSuccess Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The VetSuccess program assists Veterans with [service-connected disabilities](#) to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, VetSuccess offers services to improve their ability to live as independently as possible.

Services that may be provided by the VR&E VetSuccess Program include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment
- Vocational counseling and rehabilitation planning for employment services
- Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance
- Assistance finding and keeping a job, including the use of special employer incentives and job accommodations
- On the Job Training (OJT), apprenticeships, and non-paid work experiences
- Post-secondary training at a college, vocational, technical or business school
- Supportive rehabilitation services including case management, counseling, and medical referrals
- Independent living services for Veterans unable to work due to the severity of their disabilities

Who is Eligible for VR&E VetSuccess Services?

Active Duty Service Members are eligible if they:

- Expect to receive an honorable discharge upon separation from active duty
- Obtain a memorandum rating of 20% or more from the VA
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services

Veterans are eligible if they:

- Have received, or will receive, a discharge that is other than dishonorable
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veteran Affairs (VA)
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services

Basic period of Eligibility

The basic period of eligibility in which VR&E VetSuccess services may be used is 12 years from the latter of the following:

- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

The basic period of eligibility may be extended if a [Vocational Rehabilitation Counselor \(VRC\)](#) determines that a Veteran has a [Serious Employment Handicap](#)

What Happens after Eligibility is Established?

The Veteran is scheduled to meet with a Vocational Rehabilitation Counselor (VRC) for a comprehensive evaluation to determine if he / she is **entitled** for services. A comprehensive evaluation includes:

- An assessment of the Veteran's interests, aptitudes, and abilities
- An assessment of whether service connected disabilities impair the Veteran's ability to find and / or hold a job using the occupational skills he or she has already developed
- Vocational exploration and goal development leading to employment and / or maximum independence at home and in the Veteran's community

What is an Entitlement Determination?

A Vocational Rehabilitation Counselor (VRC) works with the Veteran to complete a determination if an [employment handicap](#) exists. An employment handicap exists if the Veteran's service connected disability impairs his / her ability to obtain and maintain a job. Entitlement to services is established if the veteran has an employment handicap and is within his or her 12-year basic period of eligibility and has a 20 % or greater service-connected disability rating.

If the service connected disability rating is less than 20%, or if the Veteran is beyond the 12-year basic period of eligibility, then a serious employment handicap must be found to establish entitlement to VR&E VetSuccess services. A serious employment handicap is based on the extent of services required to help a Veteran to overcome his or her service and non-service connected disabilities permitting the return to suitable employment.

What Happens after the Entitlement Determination is Made?

The Veteran and Vocational Rehabilitation Counselor (VRC) work together to:

- Determine [transferable skills, aptitudes, and interests](#)
- Identify viable employment and / or independent living services options
- Explore labor market and wage information
- Identify physical demands and other job characteristics
- Narrow vocational options to identify a [suitable employment](#) goal
- Select a VR&E VetSuccess program track leading to an employment or independent living goal
- Investigate training requirements
- Identify resources needed to achieve rehabilitation
- Develop an individualized rehabilitation plan to achieve the identified employment and / or independent living goals

What is a Rehabilitation Plan?

A rehabilitation plan is an individualized, written outline of the services, resources and criteria that will be used to achieve employment and / or independent living goals. The plan is an agreement that is signed by the Veteran and the Vocational Rehabilitation Counselor (VRC) and is updated as needed to assist the Veteran to achieve his / her goals.

Depending on their circumstances, veterans will work with their VRC to select one of the following five tracks of services ([see definitions for more detail](#)):

- Reemployment (with a former employer)
- Direct job placement services for new employment
- Self-employment
- Employment through long term services including OJT, college, and other training
- Independent living services

What Happens after the Rehabilitation Plan is Developed?

After a plan is developed and signed, a Vocational Rehabilitation Counselor (VRC) or [case manager](#) will continue to work with the Veteran to implement the plan to achieve suitable employment and / or independent living. The VRC or case manager will provide ongoing counseling, assistance, and coordinate of services such as tutorial assistance, training in job-seeking skills, medical and dental referrals, adjustment counseling, payment of training allowance, if applicable, and other services as required to help the Veteran achieve rehabilitation.

Summary of the Vocational Rehabilitation and Employment VetSuccess Program (Chapter 31) Process

A VA Veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service connected disability. If an employment handicap is established and the Veteran is found entitled to services. The VRC and the Veteran will continue counseling to select a track of services and jointly develop a plan to address the Veteran's rehabilitation and employment needs.

The rehabilitation plan will specify an employment or independent living goal, identify intermediate goals, and outline services and resources that VA will provide to assist the Veteran to achieve his / her goals. The VRC and the Veteran will work together to implement the plan to assist the Veteran to achieve his or her employment and / or independent living goals.

Veterans Retraining Assistance Program (VRAP)

<http://benefits.va.gov/vow/education.htm>

Congress passed, and the President has signed into law, the VOW to Hire Heroes Act of 2011. Included in this new law is the Veterans Retraining Assistance Program (VRAP). VRAP offers up to 12 months of training assistance to unemployed Veterans.

The VRAP offers 12 months of training assistance to Veterans who:

- Are at least 35 but no more than 60 years old
- [Are unemployed](#) on the date of application
- Received an other than dishonorable discharge
- Are not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Are not in receipt of VA compensation due to unemployability
- Are not enrolled in a federal or state job training program

The program is limited to 45,000 participants from July 1, 2012, through September 30, 2012, and 54,000 participants from October 1, 2012, through March 31, 2014. Participants must attend full-time in order to receive up to 12 months of assistance equal to the monthly full-time payment rate under the Montgomery GI Bill–Active Duty program (\$1,564 effective October 1, 2012). DOL will offer employment assistance to every Veteran who participates upon completion of the program.

Participants must be enrolled in a VA approved program of education offered by a community college or technical school. The program must lead to an Associate Degree, Non-College Degree, or a Certificate, and train the Veteran for a high demand occupation.

High Demand Jobs

VRAP will provide training for programs of education that lead to a high demand occupation, as determined by the Department of Labor.

VRAP Applications Are Open

We are accepting VRAP applications now. Please visit [eBenefits](#) to apply. Remember, to complete the application, you will need to know your direct deposit information (bank routing number and account number), the name and location of your school, the program you wish to pursue, and the applicable [high demand occupation](#).

VETERANS BENEFITS/CONTACTS



Eligibility for VA Benefits

You may be eligible for VA benefits if you are a:

- Veteran, Veteran's dependent
- Surviving spouse, child or parent of a deceased Veteran
- Uniformed service member
- Present or former reservist or National Guard member

How to Apply for VA Benefits

VA has several ways to apply for your benefits depending on your category and status.

- **The Pre-Discharge Program**

A joint VA and Department of Defense (DoD) program that affords service members the opportunity to file claims for disability compensation up to 180 days prior to separation or retirement from active duty or full time National Guard or Reserve duty (Titles 10 and 32). Read more on the [Pre-Discharge Program](#).

- **The VONAPP (Veterans On Line Application)**

The [VONAPP web site](#) is an official VA web site that enables service members, veterans and their beneficiaries, and other designated individuals to apply for benefits using the Internet.

- **Apply at your Local Regional Offices**

VA [regional offices](#) can assist you with filing the appropriate VA forms. In addition VSO's ([Veteran Service Organizations](#)) can assist you as well by answering general question and even petitioning on your behalf for services they believe you are qualified to receive.

Active Duty	Surviving Spouse/Child/Parent	Veteran/Veteran Dependant
Pre-Discharge Program	-	-
VONAPP	VONAPP	VONAPP
Local Regional Offices	Local Regional Offices	Local Regional Offices

**TELEPHONE CERTIFICATION
FOR
EDUCATION AND TRAINING**

**Montgomery GI Bill / Chapter 30 · Post-9/11 GI Bill
REAP / Chapter 1607 · SDEA / Chapter 35**

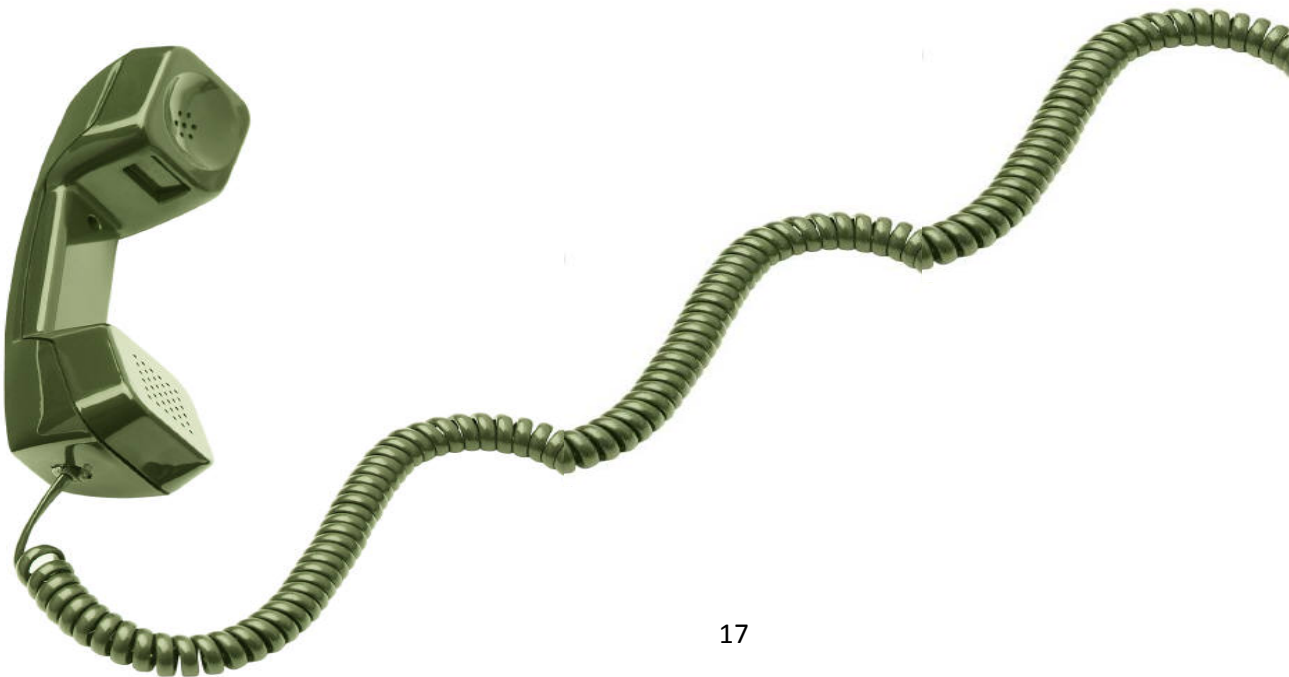
Students in the State of Florida who are receiving these education benefits can now certify their monthly verification of attendance directly to a toll free phone beginning with their beginning date of enrollment.

Use of the system eliminates the need for the student to sign and return the VA Form 22-8979 every month. The new system offers several advantages:

- It will be available 24 hours a day
- It will allow VA to process education payments faster, thereby getting payments to students sooner.
- There will be no need to worry about a lost form or lost mail.
- The call takes only about a minute.

The number to call is:

1-877-823-2378



VETERANS ADMINISTRATION REQUIREMENTS

NEW STUDENTS

Veterans who have never used their VA benefits are to complete VA Form 22-1990 and turn it into the VA Clerk in the Student Services Department located in building "1", along with a certified copy of your DD 214, a marriage and/or birth certificates, and divorce decrees.

PREVIOUSLY ENROLLED STUDENTS

Veterans who have previously received benefits at another school must complete VA Form 22-1995 (Change of Program or Place of Training) and submit the form to the VA Clerk along with any changes in marital/family status that may have occurred since originally applying previously. A transcript of your prior training must be submitted. (Related or Non-related)

CONTINUING STUDENTS

Veterans who have attended Miami Lakes Educational Center (MLEC) in the past and are entering again in the same program must notify the VA Clerk so that they can be certified for the remaining length of course for which they may be still allowed to receive VA benefits. The VA Clerk **does not** automatically re-certify a veteran when he/she re-enters a program.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

A VA student who previously attended another post-secondary institution or higher learning institute (college or university) must put in a request in writing at that institution to have their official transcript(s) forwarded to the VA Clerk in the Student Services Department at Miami Lakes Educational Center (MLEC). If the transcript has not been received prior to the end of his/her initial term, Miami Lakes Educational Center will not re-certify the student for VA educational benefits. MLEC will re-certify the student after the transcript has been received.

The VA student's previous training and/or experience will be evaluated by the program instructor at Miami Lakes Educational Center. Should credit(s) be accepted and/or granted, the VA student's tuition and training time will be reduce proportionally. A written notice of transferrable credits will be sent to the VA and the student.

All transcripts of previous training should be submitted within the first trimester of attendance. Failure to do so may result in a suspension of VA educational benefits.

LIMITATION OF HOURS FOR EACH PROGRAM

Each course is approved for a certain number of hours of training. The VA does not grant extensions for additional hours of training if the veteran has not completed the program within that length of time. The veteran will be billed with an overpayment if he/she accepts money from the VA for more hours than the allotted time for the program. When the school reports the beginning date of the veteran's attendance, the date the veteran is expected to complete the program is also reported at the same time. The veteran's check will automatically be stopped on that date. A veteran can check the number of hours he/she has accumulated in his/her program by seeing a counselor or a registration clerk in the Student Services Department located in building "1".

CHANGE OF PROGRAM

A veteran may make an optional change of program if his previous program was not interrupted or discontinued due to his/her own misconduct, neglect, or lack of application. Where a veteran's program has been interrupted or discontinued due to lack of satisfactory conduct or progress, he may make a change of program if it is found that:

1. The program of education which the veteran proposes to pursue is suitable to his/her aptitudes, interests, and abilities.
2. There exists a reasonable likelihood that there will not be a recurrence of unsatisfactory conduct or progress.

ATTENDANCE POLICY



VA students are required to attend all classes. Instructors shall submit veteran students' daily attendance records and progress reports to the VA Clerk once per month.

Full-time veterans are to be withdrawn from the program **on the third absence of each month or on the fifteenth (15) hours of accumulated absences**, whichever occurs first. These absences do not have to be consecutive. Part-time veterans are withdrawn **on the third absence of each month or on the twelfth (12) hours of accumulated absences, whichever occurs first.**

A veteran is not permitted to re-enter a program on veteran status for one month after being dropped from veteran status. The only exceptions to this rule are: **proof of medical attention, mandatory court appearance before a judge, jury duty, active military service or death in immediate family.** In order to be re-entered for these reasons, or to have an absence considered satisfactory, proof of such absence must be presented as it occurs to the VA Clerk the day the veteran returns to school. If a veteran brings in a medical excuse signed by the doctor, it must specifically list each day the veteran was absent due to medical reasons. **An excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th will not suffice.** These medical excuses will be kept in the veteran's permanent file in the Student Services Department.

Veterans should be careful in observing the attendance rules as any temporary interruption of attendance during the month will cause a delay in VA checks.

School holidays, teacher planning days, spring vacation days, or any other days the school is not in session are reported to the Veterans Administration as absences. **Exceptions to this are periods between trimesters, (unless paid for them), Federal holidays such as July 4th (Independence Day), New Year's Day, Thanksgiving, Christmas, etc.**

IMPORTANT: VETERANS MUST ATTEND CLASS THE LAST SCHOOL DAY BEFORE THE CHRISTMAS BREAK IN ORDER TO BE PAID FOR THE CHRISTMAS HOLIDAYS.

Partial absences and tardiness – Teachers are required to report the exact clock hours of attendance for each veteran. If a veteran comes to class late, leaves early or returns from a break period late, these periods of tardiness will be accumulated and will be reported to the VA as absences.

When attendance is reported to the VA office on the attendance certification cards, we are required to report attendance of 2½ hours as a full day absence.

WE ARE REQUIRED BY LAW TO DROP VETERANS FROM THEIR PROGRAM BECAUSE OF POOR ATTENDANCE OR UNSATISFACTORY PROGRESS. THE FINAL DECISION WHETHER TO ALLOW A STUDENT TO RE-ENTER BELONGS TO THE SCHOOL, NOT THE VETERANS ADMINISTRATION.

It is the responsibility of the veteran to notify the VA Clerk of any change of programs, course hours, instructors, etc., to avoid any loss of benefits.

STANDARDS OF PROGRESS

1. Each VA student is expected to complete his/her program within the number of training hours approved by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs.

Complete attendance and progress records are maintained on each veteran who is certified as eligible for veterans' educational benefits.

Miami Lakes Educational Center enforces policies relative to standards of progress and conduct required of its students. These include, but are not limited to, placing students on probation for a period of one month when their reported progress is less than satisfactory in any program they are pursuing. These students are referred to the Guidance Department. If satisfactory progress is not reported, the student is notified that he/she cannot complete the program within the approved number of training hours and then terminated from VA educational benefits and the Veterans Administration will be notified of unsatisfactory progress.

Vocational programs are graded on the basis of satisfactory and unsatisfactory progress. Satisfactory progress indicates that the veteran is meeting program requirements and completing the program at a satisfactory rate of completion as prescribed by the program course outline.

2. A VA student whose educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one trimester has elapsed.
3. VA students will be provided a written progress or grade report at the end of each trimester. A copy of the report will be placed in the student's permanent file maintained by the school.

STUDENT CONDUCT

All veterans are advised that the regulations set forth in the Student Handbook supplied to all students, **apply to everyone.**

ACADEMIC GRADING POLICY

The grading system used for high school (shared-time) and selected adult students by Miami Lakes Educational Center, follows that of the Miami-Dade County Public School system. Specifically, the policy states that academic grades for students shall be **“A”, “B”, “C”, “D”, “F”, or “I”**. The **letter grade “I”** will be reserved for secondary (high school) use only. A brief explanation of the grades used is as follows:

1. A **grade of “A” (90-100%)** indicates that the student has demonstrated excellent achievement in the subject and/or skills area. An **“A”** student will have achieved and exceeded all of the instructional objectives established for the subject during the grading period.
2. A **grade of “B” (80-89%)** indicates that the student has demonstrated good but not outstanding achievement in the academic area. The **“B”** student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.
3. A **grade of “C” (70-79%)** indicates satisfactory academic achievement. The student rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.
4. A **grade of “D” (60-69%)** indicates a minimal acceptable level of mastery of skills and other program content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.
5. A **grade of “F” (0-59%)** indicates a level of academic performance that is unsatisfactory. Student functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

When a numerical equivalent to an assigned letter grade of **“A”, “B”, “C”, “D”, “F”** is used, the following apply, and shall be communicated to students:

Grade	Numerical Value	Verbal Interpretation	Grade Point Values
A	90 – 100%	Outstanding	4
B	80 – 89%	Good	3
C	70 – 79%	Satisfactory	2
D	60 – 69%	Minimal, Improvement Needed	1
F	0 – 59%	Unsatisfactory	0

Students who do not show an acceptable satisfactory progress, will be referred to a guidance counselor for assistance.

**STUDENT FINANCIAL AID
AT
MIAMI LAKES EDUCATIONAL CENTER**

Miami Lakes Educational Center offers several programs of financial aid to assist students in meeting educational expenses

WHAT ARE EDUCATIONAL EXPENSES? Educational expenses include the cost of tuition, fees books, supplies, transportation personal expenses and reasonable cost for room and board

WHAT CAN YOU EXPECT TO RECEIVE? The amount of financial aid you can receive depends on your financial need. Financial need is the difference between your educational expenses and what your family can reasonably expect to pay towards these expenses. The amount your family can contribute is derived from the "Free Application for Federal Student Aid (FAFSA)". Funds from FSEOG, FWEP, FSAG-CE, DFAP, and sometimes the Fee Waiver programs are awarded based on your "financial need". Funds from the other programs listed below are determined by offices or agencies other than the Financial Aid Office at Miami Lakes Educational Center. The Financial Aid Office will provide you with an award letter listing the type and amount of aid you can expect. Applications are available at the Financial Aid Office

What types of aid are available

FEDERAL PROGRAMS

Federal Pell Grants: Federally funded grant program awarded to students who demonstrate financial need. Students must complete FAFSA. The Pell Grant is available to students who have an eligible EFC and enroll in an eligible program. Awards range from \$400 to \$5550 for 900 hours of attendance (for the 2010/2011 school year)

Federal Supplemental Educational Opportunity Grant (FSEOG): Federally funded grant program awarded to students who demonstrate financial need. Awards are calculated by the Financial Aid Office and are determined by need and availability of funds. Students must complete a FAFSA each year to be considered for this aid. Average award is \$450 for 900 hours of attendance.

INSTITUTIONAL PROGRAMS

District Financial Aid Program (DFAP): Need based grant program. Students must complete FAFSA and be enrolled in a vocational program. Awards may vary but cannot exceed tuition (not applied toward special or id fees nor books and supplies). Awards are determined by the Financial Aid Office and are based on need and availability of funds.

Fee Waiver Program: Need based grant program. Students must be enrolled in a vocational program. Awards may vary but can not exceed tuition (not applied toward special or id fees nor books and supplies). There are a number of methods in which need may be calculated. Awards are determined by the Financial Aid Office and are based on need and availability of funds.

For more information, please contact

Mr. Robart Whiting, Financial Aid Officer

(305) 557-1100 (ext 2256)

STATE PROGRAMS

All State programs require a student to meet the Florida residency requirements as defined in legislature.

Florida Bright Futures Scholarships: Academically based scholarships that include the Academic Scholars, the Medallion scholars and the Vocational Gold Seal. These are awarded to graduating high school seniors. The award amounts are determined by the State of Florida. Student must be enrolled for at least 12 hours per week.

Florida Student Assistance Grant-Career Education (FSAG-CE) State funded grant program. Student must have financial need as described previously. Student must be enrolled for minimum of 12 hours per week. Awards are determined by the Financial Aid Office based on need and availability of funds.

Florida Work Experience Program (FWEP): State funded work program to provide eligible students with jobs on campus. Must be enrolled for minimum of 12 hours per week. Actual award amounts are determined by the Financial Aid Office. Awards are determined by need and availability of funds.

Florida Pre-Paid College Fund: State program where parents have pre-paid the college tuition for 2-4 years. May be utilized at public vocational schools.

OUTSIDE AGENCIES

Workforce Investment Act: Program coordinated through South Florida Workforce (SFW). Provides for tuition, fees, books and supplies for those students who qualify for program.

Vocational Rehabilitation: Provides for tuition, fees, books and supplies for those students who qualify for program

Veterans Educational Benefits: Veterans of the US Armed Forces may be eligible for a monthly educational stipend. Please check with veteran's clerk in the Financial Aid Office.

**Miami Lakes Educational Center
Miami-Dade County Public Schools
5780 Northwest 158th Street
Miami Lakes, Florida 33014**

GENERAL INFORMATION

INTRODUCTION: Miami Lakes Educational Center is one of Miami-Dade County's three area vocational technical centers serving adults and high school youths on a full-time basis. Miami Lakes Educational Center offers approximately 19 full and part-time certificate programs which are planned with direct input from business and industry to insure that up-to-date technology is incorporated into the curriculum. Our Center provides training in a wide variety of careers.

COUNSELING AND PLACEMENT: The Student Services Department at Miami Lakes Educational Center offers vocational, educational, and personal counseling services for all current, prospective, and former students. Our counselors assist students with program decisions, explain test scores, and inform students of the Center's policies and regulations. Counselors are available Monday through Friday.

TECHNICAL RESOURCES CENTER (TRC): The TRC Lab assists individuals in improving their reading, language arts, and/or arithmetic skills. The instruction is designed to give students the necessary skills to successfully complete their vocational training program.

SCHOOL FACILITIES: Our entire school is air-conditioned for your comfort. The Media Center, located in Building "6", contains reference materials related to all training programs offered here. We have two Cafeterias located on our campus. The High School Cafeteria located in Building "6" and the Adult Cafeteria located in Building "3". Vending machines are available in the outside areas of Buildings "1", "6", and inside of Building "2" lounge area. The enrolled students may purchase books and other related items in the school's bookstore located in Building "3". There is ample parking available for students and visitors.

CHILD DAY CARE: Day care facilities are available for a limited number of children between the hours of 7:00 a.m. to 3:00 p.m. Day care services are available to children of employees and currently enrolled students.

INSURANCE: Student Accident Insurance is available to all students registered in classes at Miami Lakes Educational Center. This insurance may be purchased directly from the insurance company by the student. The forms for the insurance coverage are available from the Student Services department located in Building "1".

VA APPROVED PROGRAMS

NAME OF PROGRAM	PROGRAM HOURS	PROGRAM LENGTH
Advanced Automotive Technology - Toyota	2250	20 months
Air Conditioning, Refrigeration and Heating Technology	750	6 months
Automotive Collision Repair and Refinishing	1400	16 months
Automotive Collision Repair and Refinishing - Toyota	1400	16 months
Automotive Service Technology	1800	20 months
Automotive Service Technology	1800	20 months
Commercial Class "B" Driving	150	8 weeks
Commercial Foods and Culinary Arts	1500	16 months
Commercial Vehicle Driving	320	3 months
Computer Systems Technology	1650	18 months
Cosmetology	1200	14 months
Dental Assisting	1230	12 - 14 months
Electronic Technology	1400	16 months
Heavy Duty Truck and Bus Mechanics	1680	20 months
Heavy Equipment Operations	1740	24 months
Major Appliance and Refrigeration Technology	1500	16 months
Medical Assisting	1300	12 - 14 months
Patient Care Technician	600	9 months
Pharmacy Technician	1050	12 - 14 months
Practical Nursing	1350	14 months

VETERAN NOTES

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VETERAN NOTES

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VETERAN NOTES

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