

Tuition Assistance Program Checklist

Step 1: Complete the Following:

- When looking to take advantage of military tuition assistance, the first step is always to connect with your education service officer (ESO) from your branch of service and get approval from your command. They will have updated information on the process for your specific branch of service.
 - To apply for Tuition Assistance electronically from any computer, complete a TA Application in WebTA, GoArmyED, or My.AF Portal and list your course(s). Check with your institution to make sure the tuition amounts you listed are correct.
 - Start your application 60 days in advance of the term start date. You can submit your TA even before finishing your enrollment in the course at your school.
 - Every TA application **MUST** be Command Approved prior to being forwarded to the Voluntary Education Center for final approval.

- Complete an on-line admissions application - <http://pages.ccc.edu/apply/>

- Check in with your College's Veteran Services Specialist in room 203E.
See College Veteran Services link:
<https://www.ccc.edu/colleges/washington/departments/pages/veterans-services.aspx>
Note: Students still serving in the armed forces, you must speak with your Educational Services Officer (ESO) or counselor within your branch prior to enrolling for classes. For more information, please speak to your Veteran Services Specialist.

- Apply for VA Educational Benefits - www.gbill.va.gov

- Apply for IVG/ING Grants - <https://www.isac.org/isac-gift-assistance-programs/illinois-veteran-grant/ivg-eligibility-requirements.html>

- Request/acquire copies of your DD214 - www.archives.gov

- Complete a FAFSA application - www.fafsa.ed.gov (The school code for Harold Washington College is **001652**)

- Once you have received your confirmation email with your student ID number, activate your student account by going to <https://my.ccc.edu>

The first time you login, click "Retrieve your Username" and enter the ID number you received along with your birthdate, and then type the characters from the image code on the page (case sensitive). You be given your Username and CCC E-mail address and be prompted to create a password. It is recommended that you create challenge questions at this point and you write down your username and password in a safe place. You will use the new username and password to access your CCC email, my.ccc.edu, and Navigate.

- As a CCC student, faculty and staff will send important correspondence to your CCC E-mail address. You can access your email by visiting <https://my.ccc.edu>

- Register for New Student Orientation (walk-ins are not permitted). You can register for orientation via Navigate. Follow this [link](#) for instructions on how to register for your New Student Orientation. Note: Orientation can be waived if you have a transcript documenting at least 15 passing college credit hours.

Step 2: Admissions Process

On your first trip to Harold Washington College, typically on your orientation date you must:

- Visit the Veteran Services Center, Room 203E.
- Once you have received a confirmation email with your student ID number, you must confirm your residency with one of the following documents:
 - Current state ID or driver's license
 - Utility bill (i.e. gas, electricity, phone)
 - Voter registration card
 - Copy of your current lease
- Attend the New Student Orientation. As previously noted: Orientation can be waived if you have a transcript documenting at least 15 passing college credit hours.
- Take a placement exam for math, reading, and writing.
 - Study guides are available at www.ccc.edu/services/Pages/COMPASS-Preparation.aspx
 - Placement test can be waived if you are:
 - A transfer student who has earned a grade of "C" or better in college-level English and/or math or if you have previously earned an Associate Degree or higher from an accredited college or university. You must submit an official transcript verifying successful completion and may still be required to submit a written essay
 - A high school graduate with qualifying ACT/SAT test scores. Scores must be less than 2 years old.
- Schedule an appointment with an Academic Advisor to register for classes.

Step 3: Advising (Room 203)

- Meet with your Academic Advisor to register for classes and map out an Education Plan.

Step 4: Financial Aid Office (Room 202)

- Contact the College's Veteran Certifying Official: Patricia Becerra (312-553-6018)
- Check VA Educational Benefits/Financial Aid Status
- Submit Eligibility Documents AND a copy of Education Plan
- Check Book Voucher Status (if applicable)

NOTE: Students not using financial aid must visit the Business Office to set-up a payment plan.

Next Steps:

- Obtain student ID card (Room 206) - Security Office
- Purchase books <http://citycolleges.textbookx.com/institutional/index.php#>
- Attend your first class(es)

Additional Resources & Services (additional services such as childcare and fitness centers may be available and vary by campus):

Academic Advising

Room 203
312-553-5879
<https://www.ccc.edu/colleges/washington/departments/pages/advising.aspx>

Academic Support Services – Tutoring Services

Room 408/409
312-553-5649
<https://www.ccc.edu/colleges/washington/departments/pages/tutoring.aspx>

Career Development Center

Room 201
<https://www.ccc.edu/colleges/washington/departments/pages/career-services.aspx>

Access Center

Room 107
312-553-3050
<https://www.ccc.edu/colleges/washington/departments/Pages/Access-Center.aspx>

Financial Aid Department

Room 202
312-553-6041
<https://www.ccc.edu/colleges/washington/departments/pages/financial-aid.aspx>

Library

5th Floor
312-553-5760 or 312-553-5784
<https://www.ccc.edu/colleges/washington/departments/Pages/Library-Info.aspx>

Registrar's Office

Room 209
312-553-6061
<https://www.ccc.edu/colleges/washington/departments/pages/registrar.aspx>

Scholarships

www.ccc.edu/scholarships

Testing Resources Center

Room 402
312-553-3195
<https://www.ccc.edu/colleges/washington/departments/pages/testing-resources.aspx>

Transfer Center

Room 203
312-553-5778
<https://www.ccc.edu/colleges/washington/departments/pages/transfer-resources.aspx>

Wellness Center

Room 1041

312-553-6072

<https://www.ccc.edu/colleges/washington/departments/pages/wellness-center.aspx>

****Please visit <https://prepare.ccc.edu/hwvss/> for Virtual Student Services. Please be aware office hours may vary by department.***

TUITION ASSISTANCE

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members. Each service has its own criteria for eligibility, obligated service, the application process, and restrictions.

ELIGIBILITY

All four service branches and the U.S. Coast Guard offer financial assistance for voluntary, off-duty education programs in support of service members' personal and professional goals. The program is open to officers, warrant officers and enlisted active-duty service personnel. In addition, members of the National Guard and Reserve Components may be eligible for TA based on their service eligibility. To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied. After the completion of a course, an officer using TA must fulfill a service obligation that runs parallel with – not in addition to – any existing service obligation. Students must receive approval from their ESO, military Counselor or Service, **prior** to enrollment to be eligible for Tuition Assistance.

COVERAGE AMOUNTS AND MONETARY LIMITS

The Tuition Assistance Program may fund up to 100% of your college tuition and certain fees with the following limits

- Not to exceed \$250 per semester credit hour or \$166 per quarter credit hour
- Not to exceed \$4,500 per fiscal year, Oct. 1 through Sept. 30

TUITION ASSISTANCE VERSUS THE DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS

While the TA program is offered by the services, the Department of Veterans Affairs administers a variety of education benefit programs. Some of the VA programs, such as the Post-9/11 Veterans Education Assistance Act of 2008, also known as the Post-9/11 GI Bill, can work well with the TA program, as it can supplement fees not covered by TA. In addition, the Post-9/11 GI Bill® funds are available to you after you leave the military. If your service ended before Jan. 1, 2013, you have 15 years to use this benefit. If your service ended on or after Jan. 1, 2013, the benefit won't expire. The TA program is a benefit that is available only while you're in the service.

TUITION ASSISTANCE BENEFITS AND RESTRICTIONS

Tuition assistance will cover the following expenses:

- Tuition
- Course-specific fees such as laboratory fee or online course fee

NOTE: All fees must directly relate to the specific course enrollment of the service member.

Tuition assistance will not cover the following expenses:

- Books and course materials
- Flight training fees
- Taking the same course twice
- Continuing education units, or CEUs

Keep in mind that TA will not fund your college courses, and you will have to reimburse any funds already paid if any of the following situations occur:

- Leaving the service before the course ends
- Quitting the course for reasons other than personal illness, military transfer, or mission requirements
- Failing the course

APPLICATION PROCESS

Each military branch has its own TA application form and procedures. To find out how to get started, visit your local installation education center, go online to a virtual education center or click on the following links for each service branch:

- [Army](#)
- [Marine Corps](#)
- [Navy](#)
- [Air Force](#)

Prior to your course enrollment, you may be required to develop an education plan or complete TA orientation. Be sure to keep the following important information in mind when you apply:

- Military tuition assistance may only be used to pursue degree programs at colleges and universities in the United States that are regionally or nationally accredited by an accrediting body recognized

by the U.S Department of Education. A quick way to check the accreditation of a school is by visiting the [Department of Education](#).

- Your service’s education center must approve your military tuition assistance before you enroll in a course.

TOP-UP PROGRAM

The [Top-up program](#) allows funds from the Montgomery GI Bill — Active Duty or the Post-9/11 GI Bill – to be used for tuition and fees for high-cost courses that are not fully covered by TA funds.

- **Eligibility.** To use Top-up, your service branch must approve you for TA. You also must be eligible for the Post-9/11 GI Bill or the Montgomery GI Bill — Active Duty.
- **Application.** First, apply for TA in accordance with the procedures of your service branch. After you have applied for TA, you will need to complete VA Form 22-1990 to apply for Department of Veterans Affairs education benefits. The [form is available online](#) from the VA. Make sure you specify “Top-up” on the application and mail it to one of the education processing offices listed on the form.

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA)

Part 1. Policy Statement: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, City Colleges of Chicago will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, City Colleges of Chicago will work with the affected service member to identify solutions that will not result in student debt for the returned portion in compliance with the DOD policy.

Part 2. Rational or Purpose: This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the College must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as

required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

Part 3. Scope: This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Air Force, and Marines.

Part 4. Definitions: Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its member. Each service has its own criteria for eligibility, obligated service, application processes, and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

Part 5. Procedures: To remain in compliance with the Department of Defense's policy, City Colleges of Chicago will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course. After 60% of the semester has passed, TA will not be evaluated for a return to the DOD. As an institution, the DOD will be billed after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to the City Colleges of Chicago. We will only bill for the amount the student earned given their enrollment.

SCHEDULE FOR RETURNING UNEARNED TA:

16-Week Course Withdraw Submitted

Before and During Week 1-2	100% Return
During Week 3	82% Return
During Week 4	76% Return
During Week 5	70% Return
During Week 6	64% Return
During Week 7	58% Return
During Week 8	52% Return
During Week 9	46% Return (60% course completion)
During Week 10-16	0% Return

Note: The educational institution's week of instruction is counted as 7 days.

12-Week Course Withdraw Submitted

During Week 1	100% Return
During Week 2	83% Return
During Week 3	75% Return
During Week 4	66% Return
During Week 5	58% Return
During Week 6	50% Return
During Week 7	41% Return (60% course completion)
During Week 8-12	0% Return

Note: The educational institution's week of instruction is counted as 7 days.

8-Week Course Withdraw Submitted

During Week 1	100% Return
During Week 2	75% Return
During Week 3	62% Return
During Week 4	50% Return (60% course completion)
During Week 5-8	0% Return

Note: The educational institution's week of instruction is counted as 7 days.

For courses that have durations differing from those listed above: Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.