Veteran Semester Guide for Enrollment Certification

Please review the items below to ensure that you are aware of the guidelines required by you and how they affect how Tri-County Technical College certifies your courses and program updates to VA – Veteran Affairs.

Current Enrolled Veteran Students and Current Clemson Bridge:

Advisor Appointments
- Meet with your Academic Advisor to discuss courses for enrollment
- Verify with your advisor that the courses you are registered for are required for your program of study

New Veteran Students (TCTC students and Clemson Bridge)

Tri-County Technical College and Bridge Orientation/Registration
- TCTC students should sign up for Orientation/Registration after you have met all Admissions requirements
- Discuss with advisor at Orientation courses for enrollment
- Verify with advisor that the courses you are registered for are required for your program of study
- Clemson Bridge students should follow the Clemson Bridge guidelines for orientation and registration

Review Degree Works
(located in MyTCTC by selecting the Student Profile tile, select Degree Works)
- Review your program of study in Degree Works to ensure all classes on your student bill and schedule are listed with a grade of “NG”- Not Graded for the term of registration. (General Education, Major and Degree Sections)
- If course(s) are not appearing in the program sections on Degree Works and are showing in the “Fallthrough Courses” section, go to TC Central, Ruby Hicks Hall to speak with a Certifying Official. You may also email veterans@tctc.eu or call 864-646-8282 Opt 1 to determine how you should proceed.

NOTE: Reasons why courses could appear in the “Fallthrough Courses” section—Contact a Certifying Official to review

- Repeat (If repeating for a higher grade)
  - If repeating because you did not make the acceptable grade for the program, the course can be certified (Ex. If made a “W” or an “F” grade previously)
    - Requirements for that particular course have already been met
    - If it is a pre-requisite that does not appear on Degree Works in the program sections, contact a Certifying Official
    - Acceptable grade for the program has been met (Ex. If your program accepts grades of “D”)
      - NOTE: There are some exceptions, contact a Certifying Official

- If in the last term of completion, additional courses can be certified to VA (excludes Chapter 31- approval would be required from the VR&E counselor), however, the following guidelines apply
  - Can only “round out” once for the current program of study
  - If required courses are not met at the end of the term, and courses are registered in a future term, only the courses required can be certified. Student will be responsible for any additional classes not required for current program of study
  - Contact a Certifying Official if you have additional questions

- Tri-County Technical College can only certify courses to VA that are required for your current program of study.
• **Approved Course Substitutions**
  o If the Department Head/Academic Dean have approved substitution of a required course, the Course Substitution form with all signatures must be completed and submitted to the Registrar's Office/Student Data Center for processing.
    ▪ **NOTE:** It is best to complete prior to submitting the VA Certification request to ensure all appropriate hours are submitted.
    ▪ Requires the Veteran to send an email to veterans@tctc.edu stating what classes are being substituted

**Request to use Educational Benefits**

**If you wish to use your educational benefits to pay for or towards your tuition**

- Submit [VA Certification Request Form](#) to TC Central, located in Ruby Hicks Hall on the main campus, front desk of Anderson/Easley/Oconee campus, or email veterans@tctc.edu after registering for classes each semester.
- Submit your Certificate of Eligibility (COE) if you receive a request through your eTC email.
  o **NOTE:** Go to [www.vets.gov](http://www.vets.gov) to apply for educational benefits and/or to obtain your Certificate of Eligibility (COE).
  o If you don't have access to apply online, call 1-888-442-4551 and ask that an application be mailed to you.
  o If you need assistance with applying for benefits, contact Ashley Johnson (Pickens/Oconee County Advocate – Upstate Warrior Solution at 864-520-2073 ext. 127 or email ajohnson@upstatewarriorsolution.org)
  o Your Certificate of Eligibility Form can be submitted to TC Central, Ruby Hicks Hall, front desk of Anderson/Easley/Oconee campus or email veterans@tctc.edu

**Tuition Charges**

**NOTE:** The tuition amount paid by VA is determined by your entitlement percentage that is reflected on your Certificate of Eligibility form.

- If you are Chapter 33 recipient, review your student bill and schedule and pay any remaining tuition and fees not covered by your Veteran’s benefits. **NOTE:** See FEES below.
- All other Chapters including Chapter 30, 32, 35, 1606, 1607 please review your student bill and schedule and ensure that you make the appropriate payment or set up a payment plan by the tuition deadline date. Classes are removed from your schedule if a balance is reflected on your account.
- If you are using your Chapter benefits along with the SC Free Tuition and any other monies that go toward tuition such as Lottery, Scholarships, etc. you should review your student bill and schedule to determine if you have a remaining balance. Classes are removed from your schedule if a balance is reflected on your account.
FEES

Review the following category of fees to determine if the fee is certifiable to VA for payment. NOTE: If there is a fee that shows on your student bill and schedule that does not appear on the list below, contact a Certifying Official.

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Allowed</th>
<th>Not Allowed</th>
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<tbody>
<tr>
<td>Surg Radiation Badge Fee</td>
<td>ATI Fee</td>
<td>Application Fee</td>
</tr>
<tr>
<td>License Certification Fee</td>
<td>Course Material Fee</td>
<td>Bridge to Clemson Housing/Dining</td>
</tr>
<tr>
<td>NACES Nurse Aid Cert Test</td>
<td>Enrollment Fee</td>
<td>Digital Course Content Fee</td>
</tr>
<tr>
<td>AHS 117 Course Fee</td>
<td>Lab Fee</td>
<td>Exemption Fee</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>Packet Fee</td>
<td>Registration Fee</td>
</tr>
<tr>
<td>Clemson Facility Fee</td>
<td>Liability HE Insurance Fee</td>
<td>Health Ed Deposit</td>
</tr>
<tr>
<td>Bridge to Clemson Reg Admin/Program Fee</td>
<td>HS Stream Agency Fee</td>
<td>Late Fee</td>
</tr>
<tr>
<td>AHS 163 Course Fee</td>
<td>E-Value Electronic Portfolio</td>
<td>Penalty Fee</td>
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<tr>
<td>CSCMP Certificate Course Fee</td>
<td>Nat’l Registry Cognitive Exam</td>
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<tr>
<td>Surgical Tech Test Review Fee</td>
<td>Nat’l Registry Psychomotor Exam</td>
<td></td>
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<tr>
<td>Pocket Nurse Kit</td>
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</tbody>
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Bridge Students Only (Housing and Dining Balance)

New and Current Clemson Bridge students, your Clemson University Housing and Dining balance, along with any other fees not certified (Digital Course Content Fees, Exemption Fee, Registration Fee, Health Ed Deposit, Late Fees, or Penalty Fees) is due by the tuition due date listed on the Academic Calendar. Please review your student bill and schedule for your balance under MyTCTC, My Bill/Schedule tile.

To make an online payment, on MyTCTC, click on My Payments tile, click on Make Online Payment and enter the amount to pay. Debit/Credit card payments must be made online and incur a 2.75% service fee. Online checks do not have a fee.

You can also mail a check made payable to TCTC, however, please be advised the payment must be received by the tuition due date listed on the Academic Calendar, not postmarked.

Payments from 529 Plans or other College Savings Plans must be received in the Business Office by the tuition due date. Please order your funds early.

Mailing Address: Tri-County Technical College, Attn: Business Office, PO Box 587, Pendleton, SC 29670

How to Set up a “Payment Plan”

- Chapter 35, 30, 32, 1606 and 1607:

To enroll in a payment plan, on MyTCTC, click on My Payments tile, click on Enroll in an Installment Payment Plan. Note: if you want your payments auto drafted, you must take an extra step and enroll in Auto Pay. Credit/debit card fees apply. There is a $30 enrollment fee.

- Chapter 33:

To enroll in a payment plan, contact the Cashier’s Office 864-646-8282 Option 2.

Please note that the Digital Course Content Fees, Exemption Fee, Registration Fee, Health Ed Deposit, Late Fees, or Penalty Fees are not certifiable fees (refer to the Fees chart). Any uncovered tuition/fees are due by the tuition due date listed on the Academic Calendar. Please review your student bill and schedule for your balance under MyTCTC, My Bill/Schedule tile.
Email Correspondence

- Check your eTC email frequently! This is our official form of communication. All correspondence regarding your certification will be sent to your TCTC email account.

Verification of Credit Hours Submitted to VA for Certification

NOTE: This is normally submitted to VA no earlier than 30 days prior to the semester begin date but based on the VA Certification Request form being completed and submitted to TC Central or veterans@tctc.edu.

1. On www.tctc.edu
2. Select the MyTCTC button
3. Select Advising Profile
4. On the left hand side under your picture, click on the Supplemental Information link
5. Under GENERAL INFORMATION section
6. Review the Veteran Type, Term Certified, Certified Hours and Certified Date

Impact of Withdrawing from One or All Classes

Students who receive VA educational benefits must maintain satisfactory academic progress of 2.0 or higher. If the student withdraws and/or ceases to make satisfactory progress towards completion of their training objective, their educational benefits could be discontinued. When a student withdraws from classes, an overpayment (of the VA educational benefits) could also be created, and the student is responsible for paying money back to the Department of Veteran Affairs

Additional Resources

Free Application for Federal Student Aid (FAFSA)

- We encourage all students to complete the FAFSA to determine if you qualify for Federal/State Financial Aid in addition to your VA benefits.
  - Complete the FAFSA online at fafsa.gov (TCTC School Code:004926)
  - If you need assistance, FAFSA Friday is available every Friday from 10 AM to 1 PM in Ruby Hicks Room 211.
    - NOTE: If you receive Lottery Tuition Assistance (LTA) and/or SC WINS, and you receive Chapter 33 tuition benefits, your Chapter 33 VA tuition benefits will be adjusted appropriately.

SC Free Tuition

For Children of Veterans, Firemen, Law-enforcement Officers, Government Employees Totally Disabled or Killed in the Line of Duty, based on the Code of Laws of South Carolina, Article 5 Section 59-111, Tri-County Technical College offers tuition-free courses, undergraduate courses or curriculum, paid for a period not exceeding four years, regardless of the number of state-supported colleges, universities, or state-supported vocational or technical schools the child attends.

- To determine if you meet requirements contact the state office at 803-647-2435.
- If approved, the approval letter should be provided to the business office at the Pendleton Campus for processing.
- Contact the Business Office, Ruby Hicks Hall, call 864-646-8282 Opt 2 or email busof@tctc.edu for questions concerning receipt of approval and application of payment.

Federal Tuition Assistance (TA)

- If you are on active duty or eligible for Federal Tuition Assistance, go to goarmyed.com to apply for assistance.
• Documents for Tuition Assistance must be submitted to the Business Office, Ruby Hicks Hall, and call 864-646-8282 Opt 2 or email busof@tctc.edu.

NGCAP Scholarship (National Guard College Assistance Program)

• If you are in the National Guard and eligible for the CAP Scholarship, go to scguard.com, select Resources, then Education Office to obtain more information.

GI Bill® Comparison Tool

• Learn about education programs and compare benefits by school
• Eligible housing/book benefits
• https://www.va.gov/gi-bill-comparison-tool

Upstate Warrior Solution

The services offered are diverse and include concerns related to Healthcare and Benefits, Housing Support, Quality of Life and Family Support.

Contact: Ashley Johnson (Pickens/Oconee County Advocate – Upstate Warrior Solution at 864-520-2073 ext. 127 or email ajohnson@upstatewarriorsolution.org

Patriots Place

Patriots’ Place, a resource center specifically for our student veterans, located on TCTC’s Pendleton Campus. Patriots’ Place is the on-campus lounge for student veterans: a place where they can connect with other students who share similar backgrounds and who may face some of the same challenges in navigating the college environment. Patriots’ Place is also the operations center for TCTC’s chapter of Student Veterans of America (SVA) and a primary location for outside vendors serving military populations to exhibit information.

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