



## Veterans Education Assistance Fund Criteria and Application

*The Veterans Education Assistance Fund is designed to provide critical financial support for men and women who served as members of the U.S. Armed Forces and who have enrolled at Lake Michigan College. Priority in selection for recipients is reserved for those who, because of special circumstances, need extra financial support beyond that provided by the G.I. Bill.*

*The fund is intended to recognize that those who have so bravely served our country, often have limited resources, minimal support and are in financial stress particularly during the transition from active duty to civilian life. The Veterans Education Assistance Fund is intended to provide a safety net to veterans continuing their education at Lake Michigan College, meeting their unique needs and assisting them to complete their chosen academic programs.*

*Students who are in need of financial assistance may submit an application and supporting documentation to the office of the Vice President, Student Affairs. Funds are distributed with an average range of \$50 to \$1500. Applicants may be required to meet with the Vice President, Student Affairs to discuss their application.*

*The number of students who can be served by the Veterans Education Assistance Fund is subject to the availability of funds. The fund is sustained by continual contributions from students, alumni, parents, faculty, staff and friends of the College. Those who benefit from the fund are encouraged to contribute to the fund, once their education is complete, assisting those who may face similar struggles.*

### **Financial assistance may be provided from the fund for the following:**

- Tuition not covered by other forms of assistance
- Temporary coverage for late benefits
- Books and other essential academic necessities not covered by other forms of assistance
- Costs associated with tutoring or other counseling and assistance.
- Items that may assist in accommodating a disability
- Unanticipated transportation and living expenses that may be barriers to educational success.

### **Eligibility**

To be considered for Veterans Education Assistance Funds, the student must first meet the following criteria:

- Student must be an honorably discharged veteran, currently serving in the armed forces or reserves, or a dependent of a veteran or someone currently serving
- Priority will be given to veterans who, because of special circumstances, need extra financial support.
- Must be a student in good standing as defined by Financial Aid at the beginning of the semester
- Must have no other overdue debt to the College
- Must be an in-district resident
- U.S. citizen or permanent resident
- Student can receive funding once per academic year with a lifetime cap of 2 disbursements.

The maximum Veterans Education Assistance Fund award is \$1500. Lake Michigan College retains the right to determine the amount that each individual may receive.

### **Application Process**

The application must be completed and signed with all required documentation. Applications should be submitted to the office of the Vice President, Student Affairs. Processing can take up to eight (8) business days. The office of the Vice President, Student Affairs will notify applicants via e-mail or phone once a decision has been made. Checks should be picked up at the Cashier's window at the Napier Campus.

**Lake Michigan College Veterans Education Assistance Fund**  
**Application & Contract**

**Student Information:** (Please print neatly in pen)

Student Name (Print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ or Date of Birth: \_\_\_\_\_

LMC email address: \_\_\_\_\_

A COPY OF THE APPROVED/DENIED APPLICATION WILL BE E-MAILED TO YOUR **LMC E-MAIL** ACCOUNT

Recommended by: \_\_\_\_\_ (LMC employee assisting student)

I am a:       Veteran               Currently serving (Active Duty or Reserves)               Dependent

**Fund Request:**       Veterans Education Assistance Fund

Please briefly explain why funds are needed and what they are needed for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Semester/Term: \_\_\_\_\_ of Academic year: \_\_\_\_\_

(Cannot exceed \$1500)

If check is to go to a campus location other than Napier, please check appropriate box:    Bertrand /Niles     South Haven

*Any relevant documentation to support your request & demonstrate need is required, see the following examples:*

- Fund requests for books, submit cost estimate from the bookstore along with your schedule bill.
- Fund requests for vehicle repair, submit an estimate or receipt from a reputable repair shop.

**SELECT ONE**

- I understand that I will reimburse the Program when my financial aid for this semester becomes available. At that time, I will give the Financial Aid Office permission to deduct, from my financial aid account, the amount of money owed as stated in this contract. Bookstore credit will be available the day after approval of this contract. Upon full reimbursement, this request will NOT count towards the student's lifetime disbursement maximum (2).
- I understand that I will reimburse the College from my personal funds by the end of the semester. Charge PO when purchasing books. Upon full reimbursement, this request will NOT count towards the student's lifetime disbursement maximum (2). If funds are not reimbursed within the term, this request will count towards the student's lifetime disbursement max. (2)
- I understand this is a Gift Scholarship on behalf of the Lake Michigan College Veteran Education Assistance Fund. Charge PO when purchasing books.

*I hereby certify that all of the above information is complete and correct. I understand that this application will not be reviewed if all of the information is not provided. I have read and understand the terms outlined in the application.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Denied \_\_\_\_\_ Approved \_\_\_\_\_ Conditions/Follow up \_\_\_\_\_

Vice President (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

This is to acknowledge that the Lake Michigan College Student Success Fund will purchase tuition/books and/or supplies in the amount totaling \$ \_\_\_\_\_ for the \_\_\_\_\_ term of 20 \_\_\_\_\_.

Original: Vice President, Student Affairs.

Copies: AR Coordinator; Director, Financial Aid; Director, Financial Services; Foundation; student.)

**If you are unsure of the answers to the following questions, please have a conversation with the student to determine the answer.** These questions are based on eligibility guidelines, and also include basic information that the recommending person should take into consideration before recommending a student for SSF/VEAF.

Please do not refer students to the office of the Vice President, Student Affairs for “more information” about SSF/VEAF without reviewing these general guidelines for eligibility. Mentioning the fund should not be considered a way to appease a student or pass students off. Students often rely on this money as a certainty; if a student is denied after being told this was a viable option this may cause financial strain and added stress. Students applications should be accompanied by a staff referral (often, the referring person knows more about the student and student’s background or has a better relationship with the student than the VPSA Office). Students caught in this loop between the VPSA Office and the referring staff often feel frustrated, and sometimes embarrassed, so please consider this before sending a student to the VPSA Office. The VPSA Office reviews & approves the referral after it has been completed. If you have questions about the process, please contact the VPSA Office directly rather than sending the student on your behalf. Thank you.

**Checklist is for Internal Staff Use Only**

(Revised 1.26.22)

Student Name: \_\_\_\_\_

**Business Office**

- Yes       No      Is the student eligible for funds through the Ali Loan Fund?  
Ali Loan Fund cannot be used to cover tuition or books. If unsure, check with Financial Aid. If Financial Aid refunds have already gone out, student is not eligible for Ali Loan
- Yes       No      Does the student have an overdue debt to the college?  
SOAHOLD – an active hold will have a future date as the “TO” date  
ROAHOLD—For Financial Aid holds and notes
- Yes       No      Is the student expecting a financial aid refund? Has the student received a refund?  
Charges subtracted from Credits on schedule/bill; if refunds have already been sent, will be noted on schedule/bill. Can also confirm with Business Office

**Financial Aid**

For the term specified on this application, does the student have (mark all that apply & amount)

- Federal financial aid (Pell): \_\_\_\_\_
- Loans: \_\_\_\_\_
- Scholarship(s): \_\_\_\_\_
- State financial aid (TIP/Promise): \_\_\_\_\_
- Other aid: \_\_\_\_\_

If the student is self-pay or other (mark all that apply)

- 100% self-pay
- Partial self-pay (other portion covered by: \_\_\_\_\_)
- 100% third-party pay (third party entity: \_\_\_\_\_)
- Partial third-party pay (other portion covered by: \_\_\_\_\_; third-party entity: \_\_\_\_\_)

Does the student have an unpaid balance for the term specified?

- Yes (amount: \_\_\_\_\_)
- No

What is the student’s current financial aid status for the term above?

- Good standing
- Financial aid warning
- Financial aid termination
- N/A

**Executive Assistant, VPSA**

- Yes       No      Has student previously submitted a SSF application? (SSF Spreadsheet)
- Yes       No      Is the student In-District?  
SPAIDEN—Based on physical address, or,  
TSAAREV—Students who live in Beckwith Hall are In-District (look for housing or In-District). Some veterans receive In-District tuition (although should be referred to VEAF if student is a veteran) SGASTDN
- Yes       No      Maxient report (Check with the Executive Director, Athletics & Campus Life or VPSA office)
- \_\_\_\_\_ How many credits is the student taking?  
SFAREGQ—Banner or CRM, or on student’s schedule/bill (attach schedule/bill)
- \_\_\_\_\_ Current Cumulative GPA (SHATERM)      \_\_\_\_\_ Credits already successfully completed (SHATERM)

**Veterans Service Office**

Yes       No

Yes       No

Is the student a U.S. citizen or Permanent Resident?

Is students an honorably discharged veteran, currently serving in the Armed Forces or Reserves, or a dependent of an eligible veteran or someone currently serving?