



PLAZA COLLEGE

Veteran Student Handbook

An Admissions and Financial Aid Guide

Plaza College has served students for more than 100 years and offers associate, baccalaureate, and graduate programs through the Schools of Allied Health, Business, Court Reporting, Dental Sciences, Nursing, and Graduate Studies.

Veterans bring valuable education, leadership, technical, and professional experience to the college community. Plaza College provides veterans with access to educational benefits and assistance with the certification process for VA educational benefits. Your exact benefits depend on your military service, discharge status, benefit program, remaining entitlement, program of study, enrollment status, and other eligibility factors.

This handbook is intended to make the process easier by answering the questions veteran students most often encounter:

- What do I need to apply to Plaza?
- What documents should I gather?
- How do I use my GI Bill® benefits?
- Do I still need to complete the FAFSA?
- Can I receive federal financial aid and VA benefits?
- What happens if VA payment is still pending?
- How do I keep my benefits after I start school?
- Who should I contact when something changes?

This guide is designed to help veteran students (veterans; active-duty service members; reservists and National Guard members; eligible spouses or dependents using VA educational benefits; students using the Post-9/11 GI Bill®; students using Chapter 31 / Veteran Readiness and Employment benefits; veterans applying for federal financial aid; veteran transfer students; veterans returning to college after military service; students who need assistance coordinating VA benefits with other financial aid) understand the admissions process, prepare required documentation, apply for financial aid and VA educational benefits, and maintain eligibility after enrollment.

This handbook is not a substitute for the official Plaza College Catalog, program handbooks, VA rules, FAFSA requirements, or New York State financial-aid regulations. Students must confirm program-specific and individual eligibility requirements with Plaza College before enrolling.

Important Contacts:

Admissions: (718) 505-4188
General Information: (718) 779-1430

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Admissions

STEP ONE: Plaza College requires eligible Service members intending to use Military Tuition Assistance (TA) to obtain approval from their Educational Services Officer (ESO), military counselor, or appropriate Service representative prior to enrollment. College personnel will direct Service members to obtain the required TA approval before enrolling in courses.

All students interested in applying to a program at Plaza College should first review the program information on the college's website. Some programs have additional programmatic admissions requirements and steps and students are required to complete all steps to apply. Requesting information and/or attending a program-specific information session is the best way to learn about all current admissions requirements for the program in which you are interested in applying.

General Admissions Procedures

Admission of students into Plaza is based on specific written criteria, procedures and policies. The following are general requirements for application:

- Complete an application for admission
- Provide documentation of a high school diploma or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the State of New York
- Provide official college transcripts for any courses for which the student is requesting transfer credit or to show completion of associate's and/or bachelor degrees
- Participate in an admissions interview
- Take the Wonderlic SLE exam
- Complete financial aid forms
- Complete a criminal background
- Any additional admissions requirements based on program of choice

About the Admissions Interview

All applicants will be contacted by the Office of Admissions to schedule an admissions interview, which provides an opportunity for the applicant to discuss their educational goals, interests, and expectations, as well as to learn more about the selected program and the admissions process. When appropriate, admissions staff will explain available program options and provide information regarding any academic preparation or support that may be recommended, including prerequisites or other academic requirements of the selected program.

To support informed decision-making, applicants will receive clear and comprehensive information about the program and the student experience at Plaza College. This includes, as applicable, program requirements, curriculum and academic expectations, class schedules, available student support and academic services, retention and completion information, and the employment or placement outcomes of program graduates.

Your military experience is valuable, but military service does not automatically replace Plaza College's academic admissions requirements. Ask Admissions how your prior education, military training, or college coursework may affect your individual application.

Program-Specific Requirements

General admission does not necessarily mean automatic admission into every academic program. Certain Plaza College programs have additional requirements, admissions events, prerequisites, assessments, technical standards, clinical requirements, or other conditions.

Plaza currently publishes separate program materials, including information packets for Dental, Nursing, and Surgical Technology applicants.

Veteran students should ask:

- Does my program have prerequisites?
- Is there a required information session?
- Are there entrance examinations?
- Are there clinical requirements?
- Are there immunization or health requirements?
- Are there background-check requirements?
- Are there technical standards?
- Are there specific deadlines?
- Will my VA benefit cover the entire program?

Never rely on a general admissions checklist for a program that has its own admissions requirements.

Readmission of Service Members

As per Chapter 3 of Volume 2 of the Federal Student Aid Handbook, Plaza College promptly readmits service members with the same academic status as they had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

Transfer Students and Prior College Credit

Veterans frequently have multiple sources of prior education:

- Previous colleges
- Military schools
- Professional training
- Community colleges
- CLEP/other examinations
- Previous degrees

Plaza College's transfer-credit policy states that courses considered for transfer credit must correspond to courses within the student's Plaza program and must be documented on an official transcript sent to the Registrar for evaluation prior to beginning classes.

Veteran Admissions Checklist

Personal and admissions documents

- ☐ Plaza College Application for Admission
- ☐ Government-issued identification, if requested
- ☐ High school diploma or equivalent documentation
- ☐ College transcripts, if applicable
- ☐ Bachelor's transcript, if applying to a master's program
- ☐ Program-specific admissions documents
- ☐ Placement/assessment results, if applicable
- ☐ Admissions interview completed
- ☐ Any required program information session completed

Military/VA documents

- ☐ DD-214, if applicable
- ☐ Certificate of Eligibility (COE), if available
- ☐ VA education-benefit information
- ☐ Benefit chapter identified
- ☐ Previous VA school enrollment information, if applicable
- ☐ Documentation requested by Plaza College's certifying/financial-aid personnel

Do not send sensitive military or financial documents through unsecured channels unless Plaza College specifically instructs you to do so.

Financial Aid

All students enrolling at Plaza College have the chance to meet with a Financial Aid counselor to determine their cost of attendance, go over their eligible funding sources, and determine their financial aid package.

For veteran students, Plaza offers veterans' educational benefits; assists with the certification process; provides information to academic advisors; and provides information about other financial-aid resources. This means veteran students should view Plaza's staff as part of a team rather than trying to coordinate every requirement independently.

IMPORTANT: Students are encouraged to complete the FAFSA as early as possible prior to the start of their enrollment period to allow sufficient time for processing and financial aid review. Students should submit all required financial aid documentation promptly upon request to avoid delays in processing their financial aid.

Tuition, Fees, and Payment Plans

Plaza College's current tuition-and-financial-aid page at <https://plazacollege.edu/tuition-financial-aid/> lists tuition and fees by program. Costs differ significantly among programs. Because tuition and fees can change, students should not use an old catalog or previous student's bill to estimate current costs. Although the college does not offer dormitories or dining plans, an estimated annual rate/allowance for room and board is used to determine the student's overall cost of attendance.

Plaza also states that tuition may be deferred pending financial-aid receipt and that students with remaining balances may request a no-interest payment plan.

Before enrolling, ask Financial Services for:

- Current tuition
- Mandatory fees
- Program fees
- Books and supplies
- Estimated total program cost
- Expected VA coverage
- Expected federal/state aid
- Estimated remaining balance
- Payment-plan options

Combining VA Benefits with Other Financial Aid

A veteran may have several potential funding sources:

- VA benefits
- Federal grants
- New York State aid
- Institutional scholarships

- Outside scholarships
- Payment plan / other resources
- Loans, if necessary

The exact treatment of each source can vary depending on the VA benefit, the type of institutional charge, the student's enrollment, and applicable federal/state rules. Plaza's published veteran-benefits information specifically addresses the treatment of certain tuition-related assistance in calculating Chapter 33 payments and discusses Yellow Ribbon participation where applicable.

Financial Services will provide you with a written or clearly explained financial-aid package showing:

Funding Source	Expected Amount	What It Covers
VA educational benefits	\$ _____	_____
Pell Grant	\$ _____	_____
TAP	\$ _____	_____
Plaza scholarship	\$ _____	_____
Outside scholarship	\$ _____	_____
Loans	\$ _____	_____
Student responsibility	\$ _____	_____

Applying for VA Educational Benefits

VA educational benefits are administered separately from Plaza College's admissions process. Plaza College states that eligible veterans may use VA educational benefits at the College and that the College assists with the certification process.

General process:

- Step 1 — Identify which VA education benefit applies to you.
- Step 2 — Complete the appropriate VA education-benefits application.
- Step 3 — Keep your VA correspondence and Certificate of Eligibility.
- Step 4 — Provide required documentation to Plaza. Plaza may require the COE and additional information necessary to certify your enrollment.
- Step 5 — Confirm certification with the appropriate Plaza office prior to the start of classes.
- Step 6 — Keep track of your VA correspondence, enrollment status, remaining entitlement, and payments in your VA account.

Post-9/11 GI Bill® Benefits

Plaza's published veteran-benefits policy addresses students using Post-9/11 GI Bill® Chapter 33 benefits. The policy states that, while VA payment is pending, qualifying students may not be:

- Prevented or delayed from enrolling;
- Charged a late penalty fee;

- Required to obtain alternative or additional funding; or
- Denied access to resources available to students who have satisfied their tuition and fee obligations.

Plaza's published policy states that students qualifying for these protections may be required to:

- Produce a Certificate of Eligibility by the first day of class; and
- Provide additional information necessary to properly certify enrollment.

This does not mean that a student can ignore financial-aid requirements or institutional documentation requests. Veterans should complete every required step as early as possible.

Chapter 31 / Veteran Readiness and Employment

Plaza's veteran-benefits policy also addresses students using Chapter 31, Vocational Rehabilitation and Employment, now commonly associated with Veteran Readiness and Employment (VR&E). The same published protections concerning pending VA payment apply to qualifying Chapter 31 students.

Students using Chapter 31 should coordinate among:

- Their VA/VR&E counselor;
- Plaza Admissions;
- Plaza Financial Services; and
- The office responsible for VA enrollment certification.

Because Chapter 31 authorizations can involve specific program and funding requirements, students should confirm their authorization and covered charges before the term begins.

Federal Financial Aid

Veterans may also qualify for federal financial aid. Plaza College participates in several federal aid programs, including:

Federal Pell Grant

A need-based federal grant that generally does not have to be repaid if the student remains eligible.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Additional federal grant funding for students with exceptional financial need. Funding is limited and awarded according to applicable federal and institutional requirements.

Federal Work-Study

A program allowing eligible students to work while attending school. Plaza states that continued eligibility depends on factors including satisfactory academic progress, attendance, and job performance.

Federal Direct Loans

Federal student loans can help cover educational expenses. Loans must be repaid and should be evaluated carefully before borrowing.

FAFSA Requirements

The FAFSA is separate from the VA education-benefits application. The FAFSA is used to determine eligibility for federal grants and loans and is also used by New York State in determining TAP eligibility.

Veteran FAFSA Checklist

- ☐ Create/access your Federal Student Aid account
- ☐ Complete the FAFSA for the appropriate award year
- ☐ List Plaza College as required
- ☐ Provide requested financial information
- ☐ Complete any required FAFSA corrections
- ☐ Monitor requests for additional documentation
- ☐ Complete verification if selected
- ☐ Review your financial-aid offer
- ☐ Complete required loan counseling if borrowing

A veteran should not automatically decline to complete the FAFSA because they are receiving GI Bill® benefits. Other federal, state, institutional, or scholarship assistance may be available depending on individual eligibility.

New York State TAP

New York State's Tuition Assistance Program (TAP) may provide tuition assistance to eligible New York residents attending an approved New York institution. Plaza College identifies TAP as one of its financial-aid options.

Eligibility can depend on factors such as:

- New York residency;
- Income;
- Enrollment status;
- Program eligibility;
- Academic eligibility;
- Prior TAP usage;
- Loan/default status; and
- Other NYS requirements.

Plaza's catalog states that students receiving New York State aid must satisfy both program pursuit and satisfactory academic progress requirements.

Do not assume that VA benefits automatically replace TAP or that receiving TAP automatically changes your VA eligibility. Ask Financial Services how the awards interact in your specific package.

Financial Aid Verification

Some students are selected for financial-aid verification. Verification means that Plaza must confirm information submitted through the financial-aid process before certain federal aid can be disbursed. Financial Services will not disburse Title IV aid until required documentation has been submitted and the student's file has been verified.

If selected for verification:

- Read the request carefully.
- Submit documents promptly.
- Ask Financial Services if you do not understand a request.
- Check whether additional corrections are required.
- Do not assume your financial-aid package is final until verification is complete.

Maintaining Financial-Aid Eligibility

Receiving financial aid is not a one-time event. Students generally must continue meeting applicable eligibility requirements. Plaza's catalog states that students receiving Title IV financial aid must maintain satisfactory academic progress, which includes both qualitative and quantitative measures.

Veterans should monitor:

- Grades
- Credits attempted
- Credits completed
- Attendance
- Program completion
- Enrollment status
- Academic standing
- Financial-aid status

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is particularly important because falling below the required standard can affect financial aid eligibility.

Plaza describes SAP using two components:

Qualitative standard

This generally concerns academic performance/GPA.

Quantitative standard

This concerns the pace at which students successfully complete coursework relative to coursework attempted.

Plaza reviews academic progress at the end of each semester for students receiving financial aid.

VA benefits have their own rules concerning academic progress and enrollment. Losing eligibility for one type of assistance does not necessarily mean you lose every form of assistance—but you should immediately contact the appropriate office if academic problems arise.

Continuing VA Certification Each Term

Your VA benefits depend on accurate enrollment information. At the beginning of each term, confirm:

- You are registered for the courses required by your program.
- Your enrollment status is accurate.
- Your courses are part of your approved program when required.
- Plaza has the information necessary to certify your enrollment.
- Any changes to your schedule have been reported.
- Never make a major schedule change without checking first.

Changes, including the following, can affect your VA payments; housing benefits; tuition coverage; financial aid; SAP; graduation progress. Contact Plaza promptly if you:

- Drop a class
- Withdraw from school
- Change your major
- Change enrollment status
- Transfer programs
- Take a leave of absence
- Stop attending
- Repeat a course
- Receive a failing grade
- Change your address/contact information
- Receive a new VA eligibility determination
- Change your VA benefit program
- Receive outside educational funding

Before Your First Day of Class Checklist

Complete this checklist before classes begin to ensure your enrollment and financial aid packaging are complete.

Admissions

- ☐ Application submitted
- ☐ Admissions interview completed
- ☐ Assessment/placement completed
- ☐ Educational credential verified
- ☐ Official college transcripts received
- ☐ Transfer credit evaluated
- ☐ Program-specific requirements completed
- ☐ Admission decision received

VA

- ☐ VA education benefit identified
- ☐ VA application completed
- ☐ Certificate of Eligibility obtained, if applicable
- ☐ COE submitted to Plaza when required
- ☐ Required VA documentation submitted
- ☐ Enrollment certification process confirmed

Financial Aid

- ☐ FAFSA completed
- ☐ Plaza financial-aid application completed
- ☐ TAP application completed, if eligible
- ☐ Scholarship applications completed
- ☐ Verification completed, if selected
- ☐ Financial-aid package reviewed
- ☐ Loans accepted/declined
- ☐ Entrance counseling completed, if required

Financial planning

- ☐ Tuition reviewed
- ☐ Fees reviewed
- ☐ VA coverage reviewed
- ☐ Remaining balance identified
- ☐ Payment plan arranged if necessary

Important Resources

[Plaza College Admissions & Information](#)

[Plaza College Tuition & Financial Aid](#)

[Plaza College Catalogs & Handbooks](#)

[Plaza College Consumer Information](#)

Federal Student Aid: use the official Federal Student Aid website for FAFSA and federal student-aid information.

[Federal Student Aid](#)

U.S. Department of Veterans Affairs: use the VA's official website for education-benefit applications, eligibility information, and benefit status.

[VA Education and Training Benefits](#)

New York State Higher Education Services Corporation

[New York State HESC](#)