



VA Education Checklist for Benefits

1. NEW & RETURNING STUDENTS MUST APPLY FOR ADMISSION TO THE SCHOOL:

- Complete application online at tctc.edu or in person
- Have official transcripts, including your SMART/AARTS transcripts, sent to the college for evaluation of transfer credit.

2. APPLY FOR UPDATE VA EDUCATIONAL BENEFITS:

- If you have NEVER used benefits: Complete the online application vets.gov. Select “Apply for Education Benefits”.
- FOR CHANGE OF SCHOOL: Update your current benefits at vets.gov.



3. PROVIDE REQUIRED FORMS AND DOCUMENTATION:

- Submit a copy of your Certificate of Eligibility Letter (COE).
- Complete the TCTC Veterans' Certification Request Form EACH SEMESTER after you have registered for your classes.
- All forms should be submitted to TC Central in Miller Hall for processing.

4. OTHER FINANCIAL ASSISTANCE:

- Free Application for Federal Student Aid (FAFSA)?
 - Complete the FAFSA online at: fafsa.gov.
TCTC's School Code is: 004926
 - If you need assistance, FAFSA Friday is available every Friday, from 10 AM to 1 PM in Career Services located in Miller Hall, Room 140.
- Are you on active duty or otherwise eligible for Federal Tuition Assistance?
 - To apply for Federal Tuition Assistance, go to goarmyed.com.
 - You must submit a signed and dated copy of the Tuition Assistance document after it has been approved. Only actual signatures will be accepted. Please submit the document to the Business Office or email it to busof@tctc.edu.



- Are you in the National Guard and eligible for the CAP Scholarship?
- Go to scguard.com. Select “Resources”, and then “Education Office” to get more information.

5. IMPORTANT INFORMATION:

- We cannot submit your certification until you are registered for classes.
- POST-9/11 GI Bill[®] : Tuition/Fee payments can arrive at the school after fee payment deadline, meaning you may have to enroll in a payment plan.
- Only courses required for your degree (as outlined in the catalog) can be certified.
- Check your eTC email frequently! This is our official means of communication. All correspondence regarding certification will be sent to your TCTC email address.
- If you receive Chapter 30, 1606, or 1607 educational benefits, you must verify your monthly attendance. Go to gibill.va.gov or call 1-877-823-2378.
- **Dept. of VA contact #: 1-888-442-4551**

STATEMENT OF UNDERSTANDING:

- I am responsible for paying any charges (tuition and fees) not covered by my Veteran’s education benefits.
- I must be registered for courses that are required for my degree program. Only those required courses may be certified to the VA for payment.
- I must complete the Veterans’ Certification Request Form EACH semester in order to be certified for my courses.
- I must contact TC Central if I drop or withdraw due to extenuating circumstances.
- If I am Chapter 30, 1606, 1607, or VRAP, I must verify my enrollment monthly with the VA by visiting the VA website at www.gibill.va.gov. Click “Verify Attendance (WAVE).” Or, I can call 1-877-823-2378.
- VA benefits may be discontinued if I fail to maintain satisfactory academic progress or satisfactory attendance towards completion of my degree program.
- I further understand that “Incomplete” (I) grades must be completed by the end of the following semester, or VA benefits may be reduced or interrupted.
- The information contained in this form is true and correct to the best of my knowledge.

VA Certification Request

Last Name _____ First Name _____ Middle Name _____

 Student ID:

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Year _____ Semester (Check One)

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STATUS INFORMATION:
Student Status: New Returning Transient/Visiting*

*Certification cannot be processed until permission is received from the home institution.

Veteran Status: Veteran Active Duty Dependent
 SC National Guard/Reserves

VETERANS EDUCATION BENEFITS FOR WHICH YOU ARE
APPLYING (Check One):
 Chapter 33 (Post 9/11) *GI Bill*® Chapter 30 (MGIB-AD) *GI Bill*®

 Chapter 31 (VR) Chapter 32 (VEAP)

 Chapter 35 (DEA) ** VA Claim #: _____

**NOTE: The VA Claim # is typically the Veteran's SSN.

 Chapter 1606 (MGIB-SR) Chapter 1607 (REAP)

 Other: _____

All abbreviations are defined on the back of this form.

By signing below, I acknowledge that I have read and understand the Statement of Understanding on the back of this form.

Student's Signature _____ Date _____

 06/18 **Registrar's Office/Student Data Center Use Only**

Processed in VA Once: _____ Initials: _____

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Chapter	Abbreviation	Description
Chapter 33	Post 9/11	The “Post-9/11” <i>GI Bill</i> ®
Chapter 30	MGIB-AD	Montgomery <i>GI Bill</i> ® - Active Duty
Chapter 31	VR	VA Vocational Rehabilitation
Chapter 32	VEAP	Veterans’ Education Assistance Program
Chapter 35	DEA	Survivors’ and Dependents’ Education Assistance
Chapter 1606	MGIB-SR	Montgomery GI Bill - Selected Reserves
Chapter 1607	REAP	Reserve Education Assistance Program