

VETERANS GENERAL INFORMATION

Welcome to Central Ohio Technical College. As an important part of the service you provided to the United States, you may be eligible to receive Veterans Educational Benefits. The purpose of this handout is to explain the process and to assure a clear understanding of the school & veteran's responsibilities.

To get started...

1. Apply for Admission to the College.
2. Meet with an Academic Advisor: declare major/receive a program of study, complete placement testing, orientation, register for classes.
3. Submit all college military transcripts to the college Record's Office.
4. Apply for Financial Aid at www.fafsa.ed.gov
5. Complete appropriate VA application form and return to the Office of Student Financial Services. **If the veteran/student has never used VA benefits before, complete:**

VA Form 22-1990 (Chap 30, 32, 33 (Post 9/11) & 1606)

VA Form 22-5490 (Chap 35) – Survivors & Dependents

VA Form 22-1990E – Dependents having Post 9/11 benefits transferred to them

*All VA application forms are online at the GI Bill® Website (22-1990, 22-5490 & 22-1990E) at www.benefits.va.gov or online at www.cotc.edu > Admissions > Veteran & Military > Forms.

*If a parent or spouse is transferring their Post 9/11 benefits to their dependent, the veteran must get approval from the DOD first. Please refer to the GI Bill® website at www.benefits.va.gov. The dependent will fill out the 22-1990E form **AFTER** DOD's approval.

If the veteran/student has used VA benefits before, but at another institution, or he/she changes their major, they must complete:

VA Form 22-1995 (Chap 30, 32, 33 (Post 9/11) & 1606)

VA Form 22-5495 (Chap 35) – Survivors & Dependents

6. Attach supporting documents to the VA Application:
 - DD214 – member 4
 - DD2384 – Notice of Basic Eligibility
 - Direct Deposit Information (voided check)

Certification

Once documents are submitted to the School Certifying Official, they will be forwarded to the Dept. of Veterans Affairs in St. Louis with verification of enrollment from the School Certifying Official. **Tuition and fees must be paid by the fee payment deadline each term.** The student may sign a VA Intent to Pay Form to keep their registration active while waiting on the VA benefits.

Students are asked to submit a Veterans Enrollment Report each term that they enroll for class. Otherwise, they may not be certified with the VA until later in the term. If the student withdraws during any term or reduces hours, he/she **MUST** contact their School Certifying Official as soon as possible.

Payment

Once the application and enrollment certification is submitted to the DOVA, it can take 6-8 weeks to start receiving any monthly VA payments. The check is mailed directly to the student for the **prior month's** training or they may choose direct deposit. The VA always pays one month behind. For example; classes may start January 4th, but the VA will not pay for the month of January until the first week in February. The payments will be based on the number of credit hours enrolled each term (**Post 9/11 must be enrolled at least 6.5 hrs for any monthly housing benefit**):

12 + credits = Full-time
9 – 11 cr. = $\frac{3}{4}$ time
6 – 8 cr. = $\frac{1}{2}$ time
1 – 5 cr. = $\frac{1}{4}$ time

If you change the number of credit hours, completely withdraw, or decide not to attend a term, notify the School Certifying Official immediately. This may prevent any over-payments or delays with your monthly VA payments.

*****To receive VA Payments: For Chapters 30 & 1606 the Veteran must log onto the VA website at the end of every month www.benefits.va.gov and verify enrollment with the VA. On the website, click on Education & Training > Education & Training Home > Verify School Attendance and follow the prompts to verify enrollment. Or you may call 1-888-GIBILL-1. Once this is done, the VA will send your monthly benefit payment.*****

Rules & Requirements

A program of study must be declared to receive your VA benefits, (**ONLY CERTAIN COTC CERTIFICATE PROGRAMS HAVE BEEN APPROVED for VA benefits**).

The VA will only pay for courses required for graduation in your program of study.

The VA will not pay for courses that you have already successfully completed (includes transfer credit).

Class attendance is mandatory. VA benefits may be suspended if you do not attend class.

VA benefits may not be used to Audit a class.

Questions

Questions or concerns about VA benefits can be referred to the School Certifying Official:

Shayne Mason
740-366-9435
mason.654@mail.cotc.edu

Or you may contact the Department of Veterans Affairs at:
1-888-GI BILL-1 (1-888-442-4551)