



## Military, Reservist, Veteran & Dependents Checklist and Information Sheet

The first step is complete the appropriate *VA Education Benefits Application* online at [www.va.gov](http://www.va.gov) and submit the required *COTC VA Forms* with COTC VA School Certifying Official (SCO) in the Office of Student Financial Services. Students using Federal Tuition Assistance (FTA), or the Ohio National Guard Scholarship Program (ONGSP) must contact their Educational Services Officer (ESO) before enrolling at COTC and additional information is provided in the links below. **\*Note, the VA will determine your eligibility, amount, and length of benefits.**

There are several Federal and State of Ohio VA Education Benefits available for COTC students depending on military branch and length of service. The Department of Veteran Affairs determines your GI Bill® availability after submitting your VA application and provides you with a *Certificate of Eligibility* for your education benefits.

### **Use the following links for information on how to apply for your VA Education Benefits and eBenefits:**

Apply for GI Bill® Education Benefits: <https://www.va.gov/education/how-to-apply/>

Change your GI Bill® School or Program: <https://www.va.gov/education/change-gi-bill-benefits/>

Verify school enrollment (WAVE) required for Chapter 1606 and Chapter 30: <https://www.gibill.va.gov/wave/index.do> or 1-877-823-2378

Transfer Post-9/11 GI Bill® benefits to spouse or dependent: <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>

**\*Note, dependent will need to complete VA Form 22-1990E AFTER DoD approval is received.**

Check Post-9/11 GI Benefits award: <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>

Federal Tuition Assistance: <https://www.nationalguard.com/education-programs/federal-tuition-assistance>

Ohio National Guard Scholarship: <https://www.ong.ohio.gov/programs/education/index.html>

Survivors' and Dependents' Education Benefits: <https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>

MyCAA Military Spouse Education Benefits: <https://mycaa.militaryonesource.mil/mycaa/>

Ohio DOE HigherEd – Education for Veterans: <https://www.ohiohighered.org/veterans>

Department of Veteran Affairs VA Education Benefits: 888-GIBILL-1 (888-442-4551) M – F 8 am to 7 pm EST.

### **COTC Required VA Forms**

The SCO will provide you with required COTC VA forms to be completed, signed, and returned each Academic and Financial Aid Year (Summer to Spring semesters) benefits are to be used. Once the COTC VA forms and *Certificate of Eligibility* are submitted to the SCO, your enrollment hours will be reviewed and certified for each semester you are enrolled from Summer to Spring semesters. It is your responsibility to notify the SCO of any enrollment changes before and during the semester (added or removing classes) to avoid under or overpayment of benefits which could result in a debt owed to the VA or COTC. If you decide to completely withdrawal or not attend a semester, you are to notify the SCO immediately.

The VA pays a monthly stipend based on credit hours of enrollment and the following chart shows the proration:

|           |                     |          |                      |
|-----------|---------------------|----------|----------------------|
| Full-time | 12+ credit hours    | 3/4 time | 9 to 11 credit hours |
| 1/2 time  | 6 to 8 credit hours | 1/4 time | 1 to 5 credit hours  |

**\*The Post-9/11 GI Bill® requires 6.5+ credit hours to receive any monthly housing stipend. Book stipend amount will be based on credit hours of enrollment.**

### **VA Mandatory Rules and Requirements:**

A plan of study must be declared to receive your VA benefits. You will need to list your plan of study on the COTC VA Educational Benefits Agreement and Enrollment Form and confirm with your Academic Advisor that it is listed correctly. Only certain COTC Certificate Programs are approved for VA Education Benefits. Be sure to check with the SCO about approved plans of study.

The VA will only pay for courses required for graduation listed on your plan of study. The VA will not pay for courses that you have already successfully completed (including transfer credits). You will need to request transcripts from your high school and any previously attended institutions, including DoD coursework. Course attendance is mandatory and VA benefits may be suspended if you do not attend class. VA benefits may not be used to Audit (attend, but do not receive grade) a class. If our records show your instructor has reported as not attending your class and you are administratively withdrawn as a result, the VA will be notified. Your benefit payments may be impacted as a result.

### **Call to Duty:**

If you receive orders or are called to Active Duty while you are enrolled at COTC, you are to contact either the SCO or the Military and VA Academic Advisor in the Gateway ASAP. Please provide a copy of your orders or if not yet received, another official verifying document showing the dates of active duty. We will work with you, your instructors, and the Office of Student Financial Services on your best course of action.

## Step 2: File your FAFSA and Information on How to Pay Your Tuition:

File the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA year follows the Academic Calendar of Summer to Spring semesters. The application for the upcoming year is available in October each year and uses prior year tax information. You can receive financial aid and VA Education Benefits at the same time. Even if you think you will only receive student loans, we recommend filing the FAFSA since the majority of COTC Scholarships require a FAFSA to be on file.

All students are eligible for a student loan if they meet the following criteria:

- Enrolled in an eligible program with classes listed on plan of study
- Meeting Satisfactory Academic Progress - <http://www.cotc.edu/Admissions/Pages/SAP.aspx>
- Must be enrolled in a minimum of 6 credit hours for the loan to disburse
- Do not owe for federal grants or in default on student loan payments
- Have not reached aggregate loan limit of \$31,00 for a dependent student and \$57,500 for an independent student
  - Dependent Student Max Loan Amount: \$5,500 for the academic year.
  - Independent Student Max Loan Amount: \$9,500 for the academic year.

Not sure about your current student loan debt? Discuss with the Office of Student Financial Services or access the information at [www.studentaid.gov](http://www.studentaid.gov) by logging in with your FSA ID.

Estimated amounts for base tuition and any lab/course fees is dependent upon current & future tuition and lab/course fee rates. You can locate it on your *my.cotc* > Menu > College Finances > Tuition & Fees. Be prepared to pay out-of-pocket for your books and supplies. A good estimate is \$200 per course and the Post-9/11 GI Bill® is the only chapter to provide a book stipend.

Ways to get your account into a paid status by the due date while your VA funding is in process:

- Submit your VA Education Benefits application
- Complete the required COTC VA forms including an approved COTC VA Intent to Pay form
- Finalize financial aid or using the tuition payment plan and/or pay in full.

***\*Please be aware if your tuition is not fully covered by your VA Education Benefit, you need to pay the difference by the 60<sup>th</sup> day of the semester to avoid having a financial hold placed on your account.***

Contact the Office of Student Financial Services at [Nwk-studentfinancialservices@mail.cotc.edu](mailto:Nwk-studentfinancialservices@mail.cotc.edu) if you have questions regarding financial aid or tuition payments.

## Next Steps to be Completed with Gateway:

**Complete Orientation:** You will meet with the Admissions Representative in the Gateway who will cover the admissions application, go over placement testing, transcript requests and orientation. You will need to submit transcripts from your high school and any previous institutions attended, including DoD coursework.

Next, you will meet with a VA Academic Advisor to go over your programs of interest and determine your plan of study. Based on your plan of study, you will start the enrollment process of registering for classes. ***\*Your classes must be on your plan of study to be certified with the VA. Any classes not on your plan of study, will not be certified and considered an out of pocket expense.***

**Residency status:** We recommend verifying with your Academic Advisor if you are considered an in-state student or if you need to submit a residency appeal or your selective service number for in-state tuition. *The VA will not pay for non-residency fees (additional \$115 per credit hour).* Residency appeals ***must be submitted before the first day of the semester*** to be effective for the semester.

## Utilize Campus Resources:

You are encouraged to take advantage of the services provided by the Office of Student Life located on the Newark Campus in the Warner Center:

- **Office of Career Development** – *my.cotc* > Menu > Career Services – or 740-366-9453
- **Counseling Services** – *my.cotc* > Menu > Campus Life > Counseling – or 740-364-9578
- **Disability Services** – *my.cotc* > Menu > Campus Life > Disability Services or 740-364-9578
- **Center for Student Success (Math Lab, Testing Center, Tutoring and Learning Specialist)** - *my.cotc* > Menu > Academics > Student Academic Support Services - click on the link pertaining to your need for department contact information
- **Multi-Cultural Affairs** – *my.cotc* > Menu > Campus Life > Multi-Cultural Affairs
- **Student Involvement** - *my.cotc* > Menu > Campus Life > Student Involvement

## Newark Campus Contacts:

Misty Amacher - COTC VA Certifying Official in Office of Student Financial Services  
Email: [amacher.1@mail.cotc.edu](mailto:amacher.1@mail.cotc.edu) Phone: 740-366-9435

Charlene Ross - COTC Military and VA Academic Advisor in Newark Gateway Office  
Email: [ross.850@mail.cotc.edu](mailto:ross.850@mail.cotc.edu) Phone: 740-755-7667

Veteran Affairs Coordinator in Office of Student Life  
Phone: 740-364-9578