



## Applying for VA Benefits

<http://www.gibill.va.gov/>

Know what education benefit is best for you. While you are the only person who can choose which program meets your needs, the VA has developed a step-by-step process that may help you compare the different education programs and decide which is best for you.

### To apply for Veteran Education Benefits with TSJC the first time you must:

- First apply for VA benefits through the VA website: <http://benefits.va.gov/gibill>
- Submit official transcripts from any previous institution(s) attended and your military joint transcript(s) for transfer evaluation. Transcripts should be sent to the Admissions Office at TSJC, 600 Prospect St., Trinidad, CO 81082.
  - Joint Service Military Transcripts, can be ordered online at <https://jst.doded.mil/official.html>
  - If transferring to TSJC and education benefits were used elsewhere, **VA Form 22-1995 Request for Change of Program or Place of Training** must be submitted to the Financial Aid Office
- Be seeking a degree or certificate program approved for education benefits
- Submit a copy of the **Veteran's DD214** showing the discharge status to the Financial Aid Office
- Submit a copy of your **Certificate of Eligibility Letter** to the Financial Aid Office
- Complete the [Intent to Register Application and Check List](#)
- Submit a copy of your Degree Plan signed by your Academic Advisor for each degree/certificate you are seeking

## VA Education Benefit Chapters

<p>Chapter 33: Post 9/11</p> <p>Apply using VA Form 22-1990</p>	<p>Chapter 33: Transfer of Benefits</p> <p>Apply for DoD approval at <a href="http://www.defense.gov/home/features/2009/0409_gibill/">http://www.defense.gov/home/features/2009/0409_gibill/</a> then click on <b>Transferability Application</b>. Our office needs a copy of your DoD approval.</p>
<p>Chapter 30: Montgomery GI Bill</p> <p>Apply using VA Form 22-1990</p>	<p>Chapter 1607: Reserve Educational Assistance Program (REAP)</p> <p>Reservists or National Guardsman called to active duty on or after September 11, 2001</p> <p>Apply using VA Form 22-1990 and a copy of orders to active duty</p>
<p>Chapter 35: Survivors' and Dependents' Educational Assistance Program (DEA)</p>	<p>Chapter 1606: Montgomery GI Bill - Selected Reserve Educational Assistance Program</p> <p>Apply using VA form 22-1990, supply NOBE</p>
<p>Chapter 31: Vocational Rehabilitation Program</p> <p>This chapter is for veterans who are disabled and are receiving benefits through Vocational Rehabilitation, Department of Veteran's Affairs.</p> <p>Your Chapter 31 counselor needs to notify the Trinidad State Junior College VA certifying official once you have been awarded the benefit.</p>	<p>Chapter 1607: Reserve Educational Assistance Program (REAP)</p> <p>Reservists or National Guardsman called to active duty on or after September 11, 2001</p> <p>Apply using VA Form 22-1990 and a copy of orders to active duty.</p>



VETERAN'S INTENT TO REGISTER

This form must be completed for EACH SEMESTER and returned to the VA Certifying Official in the Financial Aid Office prior to the beginning of the semester. FAILURE TO DO SO MAY DELAY BENEFITS. Please print or type your answers.

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ TSJC Student ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-Mail Address \_\_\_\_\_

(Is this your current address on VA records? If not, call Education Benefits at 1-888-442-4551 to change your address.)

THIS SECTION MUST BE COMPLETED FOR CERTIFICATION

# of Fall hours \_\_\_\_\_ # of Spring hours \_\_\_\_\_ # of Summer hours \_\_\_\_\_

Program Name \_\_\_\_\_ Degree \_\_\_\_\_ Certificate \_\_\_\_\_

CHECK ONE: \_\_\_\_\_ New Student (never attended college) \_\_\_\_\_ Continuing at TSJC Student \_\_\_\_\_ Transfer Student

CHECK ONE:

\_\_\_\_\_ Chapter 33 – Post-9/11

\_\_\_\_\_ Chapter 30 (Montgomery GI Bill) \_\_\_\_\_ Terminal Leave Date

\_\_\_\_\_ Chapter 32 (VEAP)

\_\_\_\_\_ Chapter 1606 (National Guard/Reserves) or

\_\_\_\_\_ Chapter 1607 (REAP)

\_\_\_\_\_ Chapter 35 (Dependent Spouse/Child) Claim # \_\_\_\_\_

\_\_\_\_\_ Chapter 31 (VA VOC Rehab)

STATEMENTS OF UNDERSTANDING

- 1. I understand that I must attend 12 or more credit hours every week of the semester that pertain to my program as outlined in the school catalog to receive full-time educational benefits.
2. I agree to report all enrollment changes to the VA Certifying Official at TSJC. A change of schedule may result in an over payment. All over payments are expected to be repaid. IT IS MY RESPONSIBILITY TO REPORT ALL SCHEDULE CHANGES TO THE VA CERTIFYING OFFICIAL.
3. I must strictly adhere to course requirements outlined in the school catalog under which I enroll. The VA will not pay for duplicate courses or courses not required for my degree. VA will only pay for repeated courses that are required to overcome a grade point deficiency for graduation.
4. I consent to the release of information from my academic records necessary for VA certification.
5. I understand that this office cannot determine eligibility, but can assist in the submission of applications and supporting documents. The primary function of this office is to certify and report enrollment information to the VA to facilitate the receipt of benefits by eligible students.

I HAVE READ AND UNDERSTAND THE ABOVE-STATED REQUIREMENTS REGARDING MY EDUCATIONAL BENEFITS.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



## VETERAN'S CHECKLIST

\*Please Read and Initial\*

1. \_\_\_\_\_ Notification of class enrollment should be submitted each semester, immediately upon the completion of class enrollment/registration. It is the veteran/dependent student's responsibility to notify the Trinidad State Junior College Veterans Financial Aid Office of **ANY** schedule changes. **DO NOT ASSUME WE KNOW THAT YOU ARE ENROLLED OR HAVE DROPPED CLASSES.** Change may include:
  - Enrolling for a new term – enrolling in classes early in the registration period ensures a timely verification to the VA. Late enrollment may take 6 -8 weeks to process once enrollment verification is received at the Regional Processing Office.
  - Adding or dropping a class within the drop/add period.
  - Withdrawal after drop/add period (the student receives a “W” grade for the class). The last date of attendance will be reported to the VA. Report any extenuating circumstance.
  - Never attending a class after enrolling.
  - Reinstatement to class after being dropped.
2. \_\_\_\_\_ Students are eligible for VA educational benefits only when enrolled in classes **REQUIRED AND APPROVED FOR YOUR DECLARED MAJOR.** It is strongly recommended that veteran students work closely with their advisor when choosing classes.
3. \_\_\_\_\_ VA will not pay for online remedial courses.
4. \_\_\_\_\_ Chapter 33 Benefits allocate funds for tuition paid to The Business Office directly. It is important to note that it can take 8–10 weeks once application has been submitted for the student to receive any benefits. It is the veteran's responsibility to pay for books if payment by VA to the veteran has not been received.
5. \_\_\_\_\_ Ch. 33 Post 9/11 allocate funds for tuition and fees paid to the Business Office directly. Part of the fees are tools and supplies that are required for all students enrolled in the class/program. These items must be purchased from TSJC's bookstore and applied through the Business Office to appear on your bill in order to be paid. The VA will only pay for required tools/ supplies needed for all students as a requirement for graduation minus standard classroom supplies and duplicate items.
6. \_\_\_\_\_ There is also an 8 – 10 week processing time for new CH 30, CH 31 and 1606 educational benefits. Chapter 35 application and claims may take longer. The student is responsible for payment of all tuition, fees and books until benefits begin. The Business Office has information about the availability of payment plans.
7. \_\_\_\_\_ Pay rates are determined by the number of credit hours the student is taking and the length of the classes. The VA considers the length of each class when determining pay rate.
8. \_\_\_\_\_ More than 50% enrollment must be maintained throughout the term to qualify for Basic Allowance for Housing (BAH). VA will pro-rate BAH based on credit hours. Active duty students do not qualify for BAH or book stipend. Transferred Active Duty CH 33 benefits to a spouse do not qualify for BAH.
9. \_\_\_\_\_ Educational **benefits** are paid at the beginning of the month for the previous month's enrollment. All CH 30/1606 Montgomery GI Bill Veterans must verify their enrollment to the VA monthly, at the end of the month, by calling 1-877-823-2378 or by logging on to the Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov](http://www.gibill.va.gov). **YOU WILL NOT BE PAID UNLESS YOUR ENROLLMENT IS VERIFIED.**



10. \_\_\_\_\_ In accordance with section 702 of the Choice Act, effective July 1, 2015, all covered veteran students and dependents/spouse using Post-9/11 (Chapter 33) and Montgomery GI Bill-Active Duty (Chapter 30) at TSJC will qualify for in-state tuition regardless of residency. Covered individuals must submit a copy of their DD214 to the Registrar to qualify for in-state tuition.
11. \_\_\_\_\_ VA PAYS IN-STATE RATE ONLY. As a Yellow Ribbon school, TSJC has entered into an agreement with VA to cover the difference between the resident and non-resident rate for those using Post 9/11, Chapter 33 VA Educational Benefits. Veterans not covered by the Choice Act or Yellow Ribbon will be responsible for the difference between the resident and non-resident rate.
12. \_\_\_\_\_ The VA will only pay for the actual net cost for in-state tuition and fees assessed by TSJC for the program of education after the application of any waiver of, or reduction in tuition and fees, including scholarship or other Federal, State, institutional or employer-based aid or assistance (excluding loans and Title IV funds.)
13. \_\_\_\_\_ As a reminder, the school's VA office only certifies your classes to the VA in St. Louis. TSJC does not control any money or make payment to the student or the school.

**I have read and understand the attached veteran's checklist:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

You may notify VA of any change via:

1. The internet: [www.GIBILL.va.gov](http://www.GIBILL.va.gov)
2. Telephone by calling toll free 1-888-442-4551
3. Postal Mail – Department of Veterans Affairs  
St. Louis Regional Office  
PO Box 66830  
St. Louis, MO 63166-6830

\*You are responsible for **ALL** debts resulting from reductions or termination of your enrollment even if the payment was submitted directly to the school on your behalf.

Certifying Official: Wilma Atencio  
Director of Financial Aid  
600 Prospect St  
Trinidad, CO 81082  
Ph. 719-846-5017 or 1-800-621-8752 ext. 5017  
Fax 719-846-5420  
[wilma.atencio@trinidadstate.edu](mailto:wilma.atencio@trinidadstate.edu)