



# Prescott College

## New Student Veterans' Education Benefits (VEB) Checklist

Congratulations on your admission to Prescott College! Please read the following information carefully.  
*(Failure to complete these requirements may cause a delay in your benefits)*

### Student Checklist

#### 1) Apply for your Veteran benefits

Use the **Veterans On-Line Application (VONAPP)** at: <https://www.ebenefits.va.gov/ebenefits/apply>

- Veteran/service members, use:
  - Form 22-1990 – if you have never applied for GI Bill benefits
  - Form 22-1995 – if you have used your GI Bill benefits at another institution ○
  - Form 28-1905 – if you are applying for Chapter 31, Vocational Rehabilitation only
- For dependents using Chapter 33, use form 22-1990e TOE
- For dependents using Chapter 35, use form 22-5490

#### 2) Make sure your program of study is approved for VA benefits.

Contact the Prescott College VA Certifying Official—contact info at bottom of this handout.

#### 3) Financial Aid

We encourage all students to complete the Free Application for Student Aid, found at <fafsa.ed.gov>. You may qualify for Pell Grants which do not need to be repaid.

#### 4) Documentation Required (please turn in 6+ weeks prior to your first term)

- Certificate of Eligibility (COE)** – Obtain by contacting the VA at (888) 442-4551 **OR eBenefits Status Printout** – This is a highly recommended resource and provides veterans, service members and their families a portal to research, access and manage their benefits and personal information. Sign up for the “premium package” [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- Military Transcripts** – In accordance with Title 38, Code of Federal Regulations, all veterans utilizing GI Bill Education Benefits must submit for military transcripts while entering Prescott College.  
<https://jst.doded.mil/smart/signIn.do> Air Force personnel should go to:  
<http://www.au.af.mil/au/ccaf/transcripts.asp>
- Transcripts** for all prior college credits earned, regardless of how classes were paid for. Mail to main college address below.
- Change of Program or Place of Training** – If you have used your benefits at another school, please complete the VA 22-1995 for Veterans or 22-5495 for Dependents. Request this form from the Prescott College VA School Certifying Official or complete online through VONAPP.  
<http://vabenefits.vba.va.gov/vonapp/main.asp> or <http://www.va.gov/vaforms/>
- VA Form 28-1905** – *For Chapter 31 Vocational Rehabilitation only*, this is sent to college by VA Counselor
- Active Duty** – Military personnel, please always inform the Veterans Certifying Official (VCO) of changes in active duty status. If your spouse transferred benefits to you, please also keep the VCO updated.

#### 5) Academic Requirements

***At the earliest possible time, please provide a hard-copy of your Degree Plan to the Veteran Certifying Official (VCO). Or, if easier, grant access/permission to the VCO to review and edit your Degree Plan in Google Sheets. Edits would only be made to assist you to correct discrepancies, such as typos or incorrect course numbers or if the actual title of the class changes.***

Registered courses must always correspond with your degree plan in order to be certified with the VA. Course codes and names listed on your degree plan must match your personal course schedule exactly.

\*\*\*If you have a Student Directed Competence you must meet with an Academic Advisor to draft a degree plan for your program of study.

### **Financial Information to Keep in Mind:**

- The VA will only pay for “seat time” or time you regularly attend a class.
- Your enrollment will not be reported to the VA until your schedule is finalized and you have no outstanding contracts or placeholders. Delaying finalizing your schedule may delay your housing stipend.
- The VA will not be billed for your tuition and qualifying fees until after the deadline for adding/dropping classes each term. Once billed, it typically takes at least 2-5 weeks for the VA to pay.
- If the veteran is also receiving federal student loans/grants and expects a refund, the refund will not be paid until the VA pays. However, you may request an advance from the Veterans Certifying Official if your refund will be too late.
- The list of items the VA will not pay for includes, but is not limited to:
  - Housing (other than BAH payments)
  - Meal Plans
  - Application Fees
  - Transcript Fees
  - Late Fees
  - Transportation Fees
  - Fees the student can opt out of
  - Portions as camping/housing & transportation of course fees
- Basic Allowance for Housing (BAH): Is not paid for days you are not enrolled in school. This includes the days/weeks between terms (ex: Winter Break)
  - Is paid directly to the student, generally on the 1<sup>st</sup> of the month for training in the previous month
  - Please call the VA GI Bill Hotline for more information about BAH
- Book Stipend: Is paid once a term directly to the student. Contact the VA for more information

### **For Limited Residency Graduate students only**

- 12 credits is considered full time in our graduate programs, but the programs do not allow 12 credits to be taken in the Summer term. Taking fewer than 12 credits in a term will reduce your Basic Allowance for Housing (BAH).
- The amount of BAH you receive is also determined based on whether you are taking Residence or Distance courses; Distance courses pay less.

### **For More Information:**

○ Student GI Bill Hotline: 888-442-4551 ○ [www.ebenefits.va.gov](http://www.ebenefits.va.gov) ○ For additional information about using Veteran’s benefits at Prescott College, feel free to call: Veteran’s Certifying Official: Cathy Kilmer 928-350-1108 [cathy.kilmer@prescott.edu](mailto:cathy.kilmer@prescott.edu) OR [veterans@prescott.edu](mailto:veterans@prescott.edu)