



## New Student Veterans' Education Benefits 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)*

### **Please only complete the items that apply to you.**

**If you have not applied for your benefits, please use the applicable form below to apply:**

<https://www.va.gov/education/how-to-apply/>

Dependents with transferred benefits: <https://www.va.gov/find-forms/about-form-22-1990e/>

Survivor or Dependent Benefits: <https://www.va.gov/education/survivor-dependent-benefits/>

Veteran Readiness and Employment: <https://www.va.gov/careers-employment/vocational-rehabilitation/apply-vre-form-28-1900/introduction>

**If you have used your benefits at another school or are changing your program:**

**Change of Programming or Place of Training:**

<https://www.va.gov/education/change-gi-bill-benefits/>

**Make sure your program of study is approved for VA benefits. W.E.A.M.S:**

<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

Contact the Prescott College School Certifying Official (SCO)— [veterans@prescott.edu](mailto:veterans@prescott.edu) or call at 928-350-1108.

### **Financial Aid:**

We encourage all students to complete the Free Application for Student Aid, found at **studentaid.gov** or click here: [FAFSA](#). You may qualify for Pell Grants which do not need to be repaid.

**Documentation Required:** (please turn in 6+ weeks prior to your first term):

- ☐ **Certificate of Eligibility (COE)** – Obtained by contacting the VA at (888) 442-4551 **OR eBenefits Status Printout** – This highly recommended resource provides veterans, service members and their families a portal to research, access and manage their benefits and personal information. [www.ebenefits.va.gov](http://www.ebenefits.va.gov)  
\*If you have a current copy you can scan and email it to [veterans@prescott.edu](mailto:veterans@prescott.edu)
- ☐ **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.  
Air Force personnel should go to: [Transcripts](#)  
All other branches should go to: <https://jst.doded.mil/>
- ☐ **Transcripts** - Transcripts for ALL prior college credits earned, regardless of how classes were paid for need mailed to the main college address below. \*Usually submitted through the admissions process.
- ☐ **Active Duty** – Military personnel, please always inform the School Certifying Official (SCO) of changes in active duty status. If your spouse transferred benefits to you, please also keep the SCO updated.
- ☐ **Academic/Degree Plan Requirements** – Read the “Academic/Degree Plan” informational document located on the Veteran and Military Applicants page or click here to find out more about creating a [Degree Plan](#)

☐ **Prescott College Veterans Education Benefits (VEB) Recipient Agreement:** This “FREVVVO” form must be signed before each term. Without this form we cannot certify your enrollment. [VEB AGREEMENT](#)

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

- Your benefits will only pay for “seat time” or time you regularly attend a class.
- Your enrollment will not be reported to the VA until your degree plan is finalized.
- 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 School Certifying Official if your refund will be not be received in time to meet your needs.
- Below is a list of items the VA will not pay for, 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 of course fees such as camping/housing & transportation and food
- Basic Allowance for Housing (BAH) / Military Housing Allowance (MHA):
  - Is not paid for days you are not enrolled in school. This includes the days/weeks between terms (ex: Winter Break, the end of blocks or terms to the beginning of the next term).
  - 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/MHA information (see # below)
- Book Stipend: Is paid once a term directly to the student. Contact the VA for more information.

### **For More Information:**

- Student GI Bill® Hotline: 888-442-4551 or at: [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- For additional information about using Veteran’s benefits at Prescott College, please contact your School Certifying Official: 928-350-1108 or [veterans@prescott.edu](mailto:veterans@prescott.edu)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

[WWW.PRESCOTT.EDU](http://WWW.PRESCOTT.EDU) (928)350-1108 FAX (928)350-1120  
220 GROVE AVENUE PRESCOTT, AZ 86301