

VA CHECKLIST

€ **The certifying official will need a copy of your application. If you need to apply you can to:**

www.gibill.va.gov . Select “Education Benefits”, “How to Apply”, “Apply for Benefits Online”. Once you have completed this process you will need to print a copy for yourself **and** one for the certifying official.

For chapter 33 (Post 9/11) you will need to also provide a copy of the “Letter of Eligibility” once you receive that with the percentage the VA will pay to the certifying official. Otherwise, your next semester will not be certified.

In addition, an appointment for a VA orientation will provide you with information how to use these benefits successfully.

€ **It is encouraged you** see an academic advisor before you schedule your classes.

a) Classes that **do not** fall under your program of study cannot be certified.

€ **If you change your “Program of Study” you will need to complete a change form with the certifying official.**

€ Once you have registered each semester, **OR** you make any changes to your schedule (i.e. drop classes, withdraw, or add classes)...

YOU MUST! forward a **copy of your registration** to the **KCC VA Certifying Official**. Indicate on the copy it is for your VA benefits. Also, complete the Veteran’s Enrollment form provided by the front staff.

€ For Chapter 30, 1606, 1607, & 35 only! In order to receive the **“Advanced Payment”** option, register early and contact the KCC VA Certifying Official to complete the Advanced Payment Form 45 days in advance of the semester. There are **strict timelines** and criteria for payment under this option.

€ **For Chapter 30, 1606 & 1607 YOU MUST! Certify your own enrollment the last day of each month. (Chapter 33 & 35 are not required)**

a) You will need to contact www.gibill.va.gov and click on WAVE

or

b) Call 1-877-823-2378.

€ **If you have questions about:**

a) **The amount of your benefits OR THE TIMING OF YOUR BENEFITS**

YOU MAY CONTACT THE VA DIRECTLY AT 1-888-442-4551

****REMEMBER TO SIGN UP WITH FACTS - PAYMENT PLAN**

FOR CHAPTER 33 - 30 – 1606 – 1607 – 35

!!!!!!You only have 24 hours!!!!!!

Chapter 33 students are not required to sign up with FACTS if a copy of your registration is submitted to the Certifying Official within 24 hours of registration.

€ If you are in need of **additional Financial Aid**, make sure you **apply using** the “Free Application for Federal Student Aid” (**FAFSA**), available in the Financial Aid Office. Please be aware veteran’s benefits may reduce the amount of some types of loans.

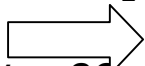
Returning Veteran Student:

You will need to provide a copy each semester of your schedule for the semester. Also, complete the Veteran’s Enrollment form provided by the front staff.

- If you are changing your degree program you will need to complete a “Program Change Form”
- If you are changing from another school to Kellogg Community College you will need to complete a “Place of Training “form.
- If you are requesting advanced payment you must turn in a copy of your schedule and an advance payment form 45 days prior to the beginning of the semester.
- **If you have questions about:**
 - **The amount of your benefits OR THE TIMING OF YOUR BENEFITS**

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FOR CHAPTER 33 - 30 – 1606 – 1607 – 35**



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Kellogg Community College Certifying Official is located in the Student Center within the Financial Aid Department:

Laura Miller
Financial Aid Officer
450 North Avenue
Battle Creek, MI 49017

269-565-2656

millerl@kellogg.edu