

CHECKLIST FOR V.A. BENEFITS

NAME	FILE NUMBER/SSN	30, 32, 35, 1606 CHAPTER
PROGRAM OF STUDY	TELEPHONE NUMBER	START DATE

Please read and initial the following statements:

_____ V.A. usually requires approximately 6 to 8 weeks to process applications for educational benefits.

_____ Enrollment requirements for full-time benefits are 12 credit hours per quarter.

_____ **All withdrawals, drops, and change of programs or majors must be reported to the V.A. officer in person. Failure to do so may interrupt my benefits until this is resolved. Completion of 22-1995 or 22-5495 is required.**

_____ It is my responsibility to ensure that both schools process V.A. paperwork if I am dually enrolled or a transient student.

_____ Satisfactory academic progress and personal conduct must be maintained according to school policy.

_____ V.A. pays for tutorial assistance, when applied for, if I attend at least 6 credit hours per quarter.

_____ **It is my responsibility to ensure that any prior college credits are evaluated and submitted to the V.A. officer at Columbus Technical College. Benefits will be interrupted if the prior college credits are not reported to the V.A. officer at Columbus Technical College within 180 days of college admission.**

_____ I will not receive benefits to repeat a course which was transferred from another school.

_____ No credit hours taken outside a program beyond allowed elective hours will count for V.A. benefits unless approved by advisor with approval from the Department of Veteran Affairs Regional Center.

_____ No independent study courses will count for V.A. benefits.

_____ I can receive benefits to repeat a course in which I failed or withdrew from as many times as the school allows me to repeat the course.

_____ I will not receive benefits to repeat a course in which I received a grade of "D" or better unless a higher grade is required. (V.A. Regional Office approval required).

_____ Application for advance pay was made available. I will be notified by mail if/when my advance pay arrives at Columbus Technical College.

_____ **Two options for non-dependents to verify monthly attendance include:**

- call the toll-free number, 1-877-823-2378 OR
- use the web-automated verification of enrollment

_____ **Two options for dependents to verify monthly attendance include:**

- call the toll-free number, 1-888-442-4551 (dependents **MUST** speak to a case manager) OR
- return the Student Verification of Enrollment (VA Form 22-8979) mailed by the V.A. office in Atlanta

_____ All eligible veteran students and veteran dependent students are eligible to pre-register for the following quarter and are encouraged to do so. This will prevent any interruptions in benefits' payments.

_____ I have been given information on the V.A. officer's office hours at Columbus Technical College and how to contact the V.A. office in Atlanta.

The information checked above has been explained to my complete understanding and all of my questions have been answered to my satisfaction. I will retain a copy of this checklist.

Student's Signature

Date

V. A. Officer's Signature

This office serves as liaison to the Department of Veteran Affairs. Please submit your schedule to the V.A. office at Columbus Technical College as soon as you register for classes. Our goal is to effectively provide the best services and support to all of our students, and we wish you well in reaching your education goals at Columbus Technical College.