



Veterans Affairs (VA) Educational Benefits Checklist

Student ID _____

Please check each item.

- 1. To be **certified and receive VA Educational Benefits**, you should: a) meet all admissions requirements; b) have high school transcripts (or recognized equivalent) and all prior college transcripts on file with Mitchell Community College; c) request an official military transcript at <https://jst.doded.mil/jst>
- 2. Please submit a copy of the **Certificate of Eligibility** or other comparable proof of VA education benefits eligibility to the Veteran Affairs (VA) Specialist as early as possible. A screenshot from www.ebenefits.va.gov will suffice. This can be submitted via email or in-person. The VA Specialist should receive the **Ch. 31 (VR) approval from the appropriate VR caseworker** before the start of classes.
- 3. The following types of classes **cannot** be certified for benefits: courses taken outside of the curriculum; audited courses; independent student courses; credit by exam; repeated courses with a prior passing grade; courses where transfer credit has been awarded; online developmental courses; Continuing Education programs; or Emporium model courses.
- 4. If you are **substituting a class**, an official course substitution needs to be on file with the Admissions Office prior to the certification of the term, and a copy should be available to the VA Specialist.
- 5. Please **submit a copy of your class schedule** to the VA Specialist each term via email or in-person.
- 6. Mitchell Community College does not participate in the Advance Pay Program. You should **pay all charges** prior to the start of the term. Only Ch. 33 (Post 9/11) students at 100% eligibility and Ch. 31 (Vocational Rehabilitation) students are exempt from this.
- 7. You should immediately notify the VA Specialist of any **changes to your enrollment**. This includes: adding classes; dropping classes; if you stop attending class; or if you withdraw entirely from classes. The last date of attendance (LDA) will be reported to the VA. For Ch. 33 students this could create both a debt for the monthly housing allowance (MHA) from the start of the term and create a **tuition debt** if the withdrawal creates a balance due with Mitchell Community College. This balance will prevent future registrations as well as prevent the release of college transcripts until the debt is paid in full.
- 8. Ch. 33 students who are enrolled in **all online/distance learning courses** will receive a reduced monthly housing allowance (MHA).
- 9. Ch. 30 (Montgomery GI Bill®, MGIB) and Ch. 1606 (MGIB-Selected Reserve) students should **verify their enrollment** monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment--WAVE at the www.gibill.va.gov web site, or by using an automated telephone system (IVR) at 1 (877) 823-2378 and following the prompts. Ch. 33 recipients should also verify their enrollment. After certification, the VA will send a text to the cellphone number on record to opt into the text verification program. Visit the VA website for more details.
- 10. You must meet the **standards of academic progress** as stated in the Mitchell Community College Catalog.

I have read and understand all the policies/procedures listed above. I understand that I am responsible for following these procedures and for any outstanding balances on my student account.

Printed Name _____ Signature _____

Date _____

For any questions, please feel free to contact the Veteran Affairs Specialist, **Amanda Tompkins**, at atompkins@mitchellcc.edu.