



VA BENEFITS School Enrollment Checklist

Veteran and military-affiliated students at Elizabethtown College must follow specific steps to access VA education benefits. From determining eligibility and applying for benefits to submitting required College forms and staying in contact with the School Certifying Official (SCO), this checklist provides a clear guide to ensure timely certification and compliance with VA requirements.



□ Step 1: DETERMINE ELIGIBILITY

- Contact the VA at 1-888-442-4551 to verify eligibility.
- Visit the GI Bill® website for benefit comparison information. **Scan the QR Code** or visit benefits.va.gov/gibill.
- Review all available benefit chapters before applying.



□ Step 2: APPLY FOR VETERANS EDUCATION BENEFITS

- Complete your application at va.gov/education/how-to-apply or **scan the QR Code**.



□ Step 3: SUBMIT CERTIFICATE OF ELIGIBILITY TO SCO

□ Step 4: COMPLETE ELIZABETHTOWN COLLEGE FORMS

- Submit the Request for VA Benefits Form. **Scan the QR Code** or visit etown.edu/veterans.
- The SCO cannot certify enrollment until:
 - You are admitted to the College.
 - You are registered for classes.
 - You have submitted the VA Benefits Form.
- Reminder: You may only register for courses that apply to your degree program, as outlined in the catalog.



□ Step 5: VERIFY YOUR ENROLLMENT EACH MONTH

- To view the various methods a student can use to certify, **scan the QR Code** or visit va.gov/education/verify-school-enrollment/.
- Failure to certify enrollment may lead to a pause in benefits until completed.



□ Step 6: KEEP YOUR SCO INFORMED

- Notify the SCO immediately of any changes to your enrollment status.
- The SCO must report all enrollment changes to the VA.

Understand VA Policies

- Contact the VA directly with payment questions: 1-888-442-4551 or use the “Submit a Question” tool at benefits.va.gov/gibill.
- Be aware: If you withdraw or drop classes before the end of a semester, you may be placed in overpayment status.
 - VA may require repayment of tuition, fees, and housing allowance for the time not completed.
 - The VA, not the College, determines overpayment.
 - Students must follow instructions in any debt letter issued by the VA.

School Certifying Officials (SCO)

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