

## **VA Benefits - School Enrollment Checklist (SCPS)**

### **Contact Information:**

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**Education benefit application forms can be completed on [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/) or [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Please read all instructions before completing the application.**

- Veterans may call the VA at 1-888-442-4551 with questions about their education benefits. Students must consider all chapter benefit options before making a decision on which benefit(s) to apply for.
- Apply for Veterans Education Benefits online and provide the School Certifying Official (SCO) with the following.
  - a copy of service member's DD-214
  - a copy of Certificate of Eligibility (COE) issued by the VA
- Upload the DD-214 and Certificate of Eligibility via secure upload link provided by the SCO.
- Once enrolled, submit the *Request for VA Benefits Form*, found in [JayWeb](#). This form is required each semester.
  - The School Certifying Official cannot certify enrollment to the VA until the student has been accepted to the school, registered for classes and submitted the Request for VA Benefits form.
  - Students may only register for classes that apply to their degree program in accordance with the school's catalog.
- Be sure to notify the SCO of **ALL** changes in class enrollment status ASAP. SCOs must report all enrollment changes to the VA.
- Contact the VA with payment questions: 1-888-442-4551 or "Submit A Question" on the GI Bill® website ([www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)).
- Students must be aware that if they drop or withdraw from classes before the end of a term/semester, they may be in an overpayment status and VA may require them to pay back tuition, fees, and monthly housing allowance funds they received prorated for the period they did not complete classes. VA will determine the overpayment, not the School Certifying Official. Student debt will be to the VA. Students must comply with the instructions in any debt letter they receive.

GI Bill® is a registered trademark attribution of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available to the official U.S. government Web site at: <http://www.benefits.va.gov/GIBILL>.