

VA Benefits - School Enrollment Checklist

School Certifying Official
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Application forms can be completed on www.benefits.va.gov/gibill/ or www.ebenefits.va.gov. Please read all instructions before completing the application.

- Veteran (Spouse or Child) (Student) determines eligibility. They contact the VA at 1-888-442-4551. They visit the GI Bill® web site for benefits comparison information. The student must consider all chapter benefit options before making a decision on which benefit to apply for.
- Veteran (Spouse or Child) applies for Veterans Education Benefits
 - Provide SCO a copy of service members DD-214, member 4 copy
 - Provide SCO a copy of Certificate of Eligibility
- **Student** completes and submits Elizabethown College's "Request for VA Benefits Form", found in JayWeb under online forms. *The SCO (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.
- Students must notify the SCO of **ALL** changes in their enrollment status ASAP. SCOs must report all enrollment changes to the VA.
- Students should contact the VA with payment questions: 1-888-442-4551 or "Submit A Question" on the GI Bill® website (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 ASAP with the instructions in any debt letter they receive.