

VA BENEFIT CHECKLIST

Last _____ First: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone _____

Student ID#: _____ SSN: _____

VA File#: _____ Major/Program: _____

Email: _____ Semester: _____ Date: _____

Benefit

- | | |
|---|--|
| <input type="checkbox"/> Chapter 33 (Post 911) Active Duty/Veteran | <input type="checkbox"/> Chapter 35 (Spouse/Dependent) |
| <input type="checkbox"/> Chapter 33 (Post 911) Transferred Benefits | <input type="checkbox"/> Chapter 30 (MGIB) |
| <input type="checkbox"/> Chapter 33 (Post 911) Fry Scholarship | <input type="checkbox"/> Chapter 1606 (Res. Guard) |
| <input type="checkbox"/> Chapter 31 (Voc. Rehab.) | <input type="checkbox"/> Tuition Assistance/TA |

Service Branch

- Army Navy Air Force Marine Coast Guard Reservist
 Guard

Current Status/Position

Active Duty: _____ Yes _____ No

Veteran: _____ Yes _____ No

Reservist: _____ Yes _____ No

Guardsmen: _____ Yes _____ No

Spouse: _____ Yes _____ No

Dependent/ Child: _____ Yes _____ No

Courses must be required in the appropriate program/major and could not have been previously completed with a passing grade at ACC or any other college. All course substitutions must be properly documented on an approved Course Substitution Form. Developmental courses may be required per placement test results or high school GPA. **VA and Financial Aid will only cover classes that are required in the major. The student is financially responsible for the tuition/fees as well as the repayment of VA education benefits received for any course(s) taken which do not meet the aforementioned criteria.**

Student Initial _____.

Except for Chapter 31 (Voc. Rehab), VA students can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term. This allows students to receive full-time benefits, even though less credits are required to complete the program.

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1. APPLY TO ALAMANCE COMMUNITY COLLEGE

- A. Go to www.ncresidency.org and obtain a residency determination. Use login and password created to completed the admission application below.
- B. Complete admission application: www.alamancecc.edu/admissions.
- C. Submit high school transcript. **This will be waived if you have received an Associate's Degree or higher.** If already submitted, provide date _____.
- D. Submit **all** official college/university transcripts.
Transcripts may be dropped off at the Admission's desk, Gee Building. Mailed transcripts should be sent to Alamance Community College, P.O Box 8000, Graham, NC 27253-8000. Electronic transcripts must be emailed to transcripts@alamancecc.edu. The VA requires transcripts from every postsecondary school attended. **ACC will not submit your certification to the VA if you have not submitted all official transcripts.** Student signature required as confirmation of this notification _____.
- E. Provide copy of DD-214. (**Only required if applying for Financial Aid and recently separated from the military**).
- F. Once provisionally accepted, set up your school Email account. You will receive instructions, sent to your personal email.

2. VA BENEFITS

- A. If you have never applied for VA educational benefits, complete the VA Benefits application at <https://www.va.gov/education/how-to-apply/>. Please provide a copy of your certificate of eligibility (COE) to the VA coordinator. Please have your DD-214 ready to help answer questions. **Please note, it may take up to 60 days (6-8 weeks) for the VA to process and/or approve a new application.**

What documents and information do I need to apply?

Social Security number

Bank account direct deposit information (Routing & account number)

Education and military history

Basic information about the school or training facility you want to attend.

Alamance Community College, PO Box 8000

Graham, NC 27253-8000

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- B. If you have already applied and have a copy of your Certificate of Eligibility letter (COE), please send a copy to bmbarringer477@alamancecc.edu , redact the SSN# if sending by email. The COE may also be faxed “**Attention: VA Coordinator**” to 336-506-4264. The third option is to bring it to the Gee building Admissions Office.

- C. If you have used your education benefits at another school, you will need to complete the change of school form (VA form 22-1995 for Post 911/Chapter 33 or VA form 22-5495 for Chapter 35/Spouses & Dependents). The form may be completed online <https://www.va.gov/education/how-to-apply/> or in paper form by making an appointment, call 336-506-4398 or email bmbarringer477@alamancecc.edu.

3. FINANCIAL AID (NOT REQUIRED, BUT RECOMMENDED)

- A. Apply each year at www.fafsa.ed.gov .
- B. You can get help at the financial aid office. Sign up online at www.alamancecc.edu/financial-aid-site/fafsa-guidance/ or call 336-506-4340 to make an appointment.
- C. If your financial circumstances have changed since the previous year, and you believe you are making less money, please sign up online for a one-on-one appointment at www.alamancecc.edu/financial-aid-site/make-an-appointment/ .
- D. Complete all paperwork requested by the Financial Aid Office. You will not be awarded unless the required documentation is complete.
- E. **Completing the FAFSA is very important.** If you are not approved, you may be eligible for scholarships and grants. However, if you don't apply for the FAFSA, you will not be considered eligible to receive any scholarships or grants.

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4. WHAT NOW?

- Determine if placement testing is needed. <https://www.alamancecc.edu/admissions-site/placement-testing/>. Placement is generally determined by your high school GPA or previous college credit. Most students do not need placement testing.
- Meet with an academic advisor for advising and registration. You can find your advisor's name, contact phone number, and email by signing on to Self Service. **Instructions on how to use Self Service is located on the ACC website under QUICK LINKS.**
- If you are Chapter 33 /Post 9/11: **(1)** You must have at least one seated (W) or Hybrid (H) class **(2)** Be registered for at least 12 cr. hrs. in a 16-week semester or 6 credit hours in an 8-week semester, to be qualified to receive the full amount under your eligibility. **(3)** To begin to qualify for the Monthly Housing Allowance, you must enroll in at least 7 credit hours to receive a prorated amount. **(4) You can take all online classes, but your monthly housing allowance will be based on one-half of the national average, which is much lower.**
- If you are using Chapter 31 (Vocational Rehabilitation) benefits, you must verify with the VA Coordinator that your documentation (Tungsten Authorization Form) has been submitted by your Vocational Rehabilitation Counselor.
- Any other Chapter (30/MGIB, 35/Spouse or Dependent, 1606(Reservist or Guardsman), will need to pay for the tuition up front, if not receiving financial aid. ACC does offer a payment plan. You may set up a plan via Self Service. Contact the Business Office (336-506-4141) for more information.
- If you are using Chapter 30 benefits, **you will have to verify your attendance at the end of each month.** If not, you will not receive payment from the VA. There are two options: (1) Contact the VA at 1-877-823-2378 or (2) Use link, <https://www.gibill.va.gov/wave/index.do>. You will need to set up a login and password, then proceed to verify your attendance.
- Obtain your parking decal and student picture ID by visiting the Powell Building reception area, room H103. You must have your course schedule.

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- It is recommended that you sign up for ACC Alerts. This will make you aware if ACC is closed for inclement weather or any other urgent announcement. You will need your school email address. To sign up go to: <https://www.alamancecc.edu/safety-and-security-site/acc-alerts/> .

- BOOKS:** If using Post 911/Ch.33, the book stipend will be deposited directly into your account (**\$41.67 per credit hour up to \$1000.00 a year**). Keep in mind, the funds are often delayed. If you qualify for Financial Aid, you may use those funds to purchase textbooks/supplies. Note, purchasing schools supplies at Walmart, Target, etc. is much cheaper. If using Voc. Rehab/Chapter 31, the costs for textbooks and supplies (notebooks, pens, etc.) are covered by the VA when purchased at the school bookstore. **The maximum amount allotted for supplies is \$75.00 each semester.** That means that there is no cost to you, the VA is invoiced for payment. **Contact the bookstore for purchasing assistance at 336-578-5923.** The Vocational Rehabilitation Counselor determines what will be covered. If a laptop computer or printer is needed, contact your VA counselor to request an authorization for those items. If you wish to charge your books to the ACC bookstore with financial aid (for in store pick-up), you will need your registration statement/class schedule and school student picture ID (i.e. driver's license, etc.). If ordering online, only your student id number is required.

- SCHEDULE CHANGES:** If changing your name, address, degree program(s) or major(s), or adding, dropping, or withdrawing from a course, you must notify Brian Barringer, VA Coordinator. Students should immediately send an email (**bmbarringer477@alamancecc.edu**), so the VA can be notified of your change(s). If dropping a class during the semester, you must contact the VA Coordinator, Brian Barringer, to discuss financial implications based on VA requirements & possible Financial Aid repercussions in regard to government policies. **Failure to notify changes to the VA Coordinator immediately may result in a reduced or inaccurate payment amount.**
Student Initial _____

THE DEPARTMENT OF VETERAN AFFAIRS HAS REQUESTED THAT STUDENTS CONTACT THEM DIRECTLY REGARDING HOUSING ALLOWANCE AND BOOK STIPEND PAYMENTS. THE TOLL FREE NUMBER IS 1-888-442-4551. SAVE THE NUMBER IN YOUR CONTACT LIST.

THE ONLY WAY TO MONITOR YOUR BENEFIT PAYMENTS IS TO REGISTER AND USE EBENEFITS <https://www.ebenefits.va.gov/ebenefits/homepage>.