Procedure for Processing Veterans’ Education Benefits

Welcome to Montreat College! If you interested in the possibility of using VA Education Benefits to help pay for your college education, please look over the following procedures that you will need to follow in order to smoothly process your benefits.

1. The first step is to apply to the VA for Education Benefits- applications are available at [http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm](http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm).

2. The second step is to send the following forms to the VA Certifying Official via fax, email, or mail.
   - A copy of your application for VA Educational Benefits (VA Form 22-1990 or 22-5490)
   - A copy of your Request for Change of Program or Place of Training (if applicable - VA Form 22-1995 or 22-5495)
   - Certificate of Eligibility (sent to you when the VA has accepted your application for benefits)
   - Signed copy of the “Montreat College Memorandum of Understanding for Use of VA Benefits”

3. Once you have begun classes and are enrolled in Montreat College, you will be eligible for enrollment certification.

   **Undergraduate students:**
   Certification is completed per academic term (spring, summer, or fall) for all courses you are registered for. Before the term can be certified, you need to email the VA Certifying Official at [VA@montreat.edu](mailto:VA@montreat.edu) to verify your course schedule and the intent to attend the term.

   **Graduate students:**
   Certification is completed on a per course basis to avoid breaks between courses (based on the VA’s break pay policy). Before each course can be certified, you need to email the VA Certifying Official at [VA@montreat.edu](mailto:VA@montreat.edu) to verify your intent to attend the course.

   **All students:**
   Once your verification email has been received, your term/course charges will be verified with the Student Accounts Office and your certification will be sent to the VA via the VAOncce system.

   **Chapter 30 MGI-Bill students:**
   You will need to certify your attendance in each class to the VA as well, utilizing the WAVE system ([https://www.gibill.va.gov/wave/index.do](https://www.gibill.va.gov/wave/index.do)). This does not apply to veterans using the Post 9/11 GI Bill Chapter 33.

   **Chapter 33 Post 9/11 GI-Bill students:**
   Your tuition and fees will be sent directly to Montreat College. You will need to check with the Student Accounts Office to settle any remaining balances.

4. Any schedule changes (drops, adds, withdrawals, etc) need to be conveyed to the VA Certifying Official. Email your schedule changes as soon as possible to [VA@montreat.edu](mailto:VA@montreat.edu). Please note that this is for VA purposes only and you will also need to follow the Montreat College procedure for schedule changes.