



## PROCEDURE FOR PROCESSING VETERAN EDUCATION BENEFITS

Welcome to Montreat College! If you are interest in the possibility of using VA education benefits to help pay for your education, please review the following procedures you will need to follow for the smooth processing of your benefits.

1. Apply to the VA for education benefits online: <https://www.vets.gov/education/apply/>.
2. Send the following forms to the VA School Certifying Official (SCO) via fax (828-669-2141), email ([va@montreat.edu](mailto:va@montreat.edu)) or mail (Registrar's Office, Box 896, POB 1267, Montreat, NC 28757).
  - Copy of Certificate of Eligibility (sent to you when the VA accepts your application for benefits). If you do not have your certificate, you may send a screen shot of your current eligibility from your online account where you manage your benefits. If you just applied for your benefits and have not received your certificate yet, send a copy of your application (VA Form 22-1990 or 22-5490). VR&E will send VA Form 28-1905 to the SCO.
  - Students transferring their benefits from another institution: copy of your Request for Change of Program or Place of training (VA form 22-1995 or 22-5495). The form can be found online.
  - Signed copy of the *Montreat College Memorandum of Understanding for Use of VA Benefits by Students*. For more information, go to <https://www.montreat.edu/admissions/va-benefits/>.
3. Once you begin classes, you will be eligible for enrollment certification.
  - **Undergraduate students:** SAS certification is for an entire semester; AGS for each enrollment period or session due to the accelerated nature. For more details, refer to the *Montreat College Memorandum of Understanding for Use of VA Benefits by Students*. Certification is based on registration and attendance the first week of class.
  - **Graduate students:** Certification is based on enrollment per session.
  - **All students:** Once your verification email has been received, your charges will be verified based on your current bill, and your certification will be sent to the VA via the VA-Once system at the end of the drop/add period the first week of the semester. After that week passes, it is the student's responsibility to inform the SCO of any changes to hers/his schedule for the semester. Failure to do so, could cause a debt to the student. Enrollment is audited at the beginning of each semester for the previous semester, and adjustments made accordingly in VA-Once.
  - **Chapter 30 MGI-Bill students:** You will need to certify your attendance in each class to the VA as well, using the WAVE system(<https://www.gibill.va.gov/wave/index.do>).
  - **Chapter 33 Post 9/11 GI-Bill students:** VA sends tuition and fees directly to Montreat College. Students are responsible to settle remaining balances with Student Accounts.
  - **VR&E (Chapter 31):** Your counselor will include on the 28-1905 the amount of tuition, fees, and expenses s/he will cover. Student accounts will send an invoice to your counselor for those amounts each semester the 28-1905 covers.