



PROCEDURE FOR PROCESSING VETERANS EDUCATION BENEFITS

Revised: October 2021

Welcome to Montreat College! If you are interested possibly using VA education benefits to help pay for your education, you must comply with the procedures listed below.

1. Apply for VA Education Benefits online: www.va.gov/education/how-to-apply/ and follow the instructions. If you need assistance, call the student hotline: 888-442-4551.
2. Send the following forms to the VA School Certifying Official (SCO) by email to va@montreat.edu:
 - Copy of Certificate of Eligibility (COE), which is 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. Chapter 31: Vocational Rehabilitation & Employment Service (VR&E) students will have an e-authorization sent to the SCO by your Vocational Rehabilitation Counselor (VRC) instead of a COE.
 - 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 forms can be found online at www.va.gov/education/change-gi-bill-benefits/.
 - Signed copy of the Veterans Education Benefits Acknowledgment (VEBA). The form can be found online at www.montreat.edu/admissions/va-benefits/.
3. Your enrollment certification will be submitted to the VA after the end of the Drop/Add Period. You will receive an email when a certification has been submitted.
 - **Undergraduate students:** SAS certification is for an entire semester; AGS certification is for each enrollment period or session due to the accelerated nature. Certification is based on registration and attendance the first week of class.
 - **Graduate students:** Certification is based on enrollment per session.
 - **All students:** It is the student's responsibility to inform the SCO of any changes in enrollment. 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 with the VA.
 - **Chapter 30: Montgomery GI Bill and Chapter 1606: Montgomery GI Bill Reserves:** You will need to verify your attendance in each class to the VA, using the Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov/wave or by Interactive Voice Response (IVR) telephone line at 1-877-823-2378. This will need to be completed monthly beginning the last calendar day of each month.

- **Chapter 31: VR&E:** Your VRC will include on the e-authorization the amount of tuition, fees, and expenses covered. Students accounts will send an invoice to your counselor for those amounts each semester the e-authorization covers.
- **Chapter 33 Post 9/11 GI-Bill:** VA sends tuition and fees directly to Montreat College. Students are responsible to settle remaining balances with Student Accounts.
- **Yellow Ribbon:** Post 9/11 beneficiaries who are 100% eligible may qualify for supplementary funds to use toward their education.
- **Active Duty Servicemembers:** Active military students will need to contact their CO or ESO in their branch of service for details on the specific application process for Tuition Assistance and to seek approval to use Federal Tuition Assistance prior to registering for courses.