



Veterans Affairs (VA) Educational Benefits Checklist

Student ID _____

Please check each item.

- 1. To be **certified and receive VA Educational Benefits**, you should: a) meet all admissions requirements; b) have high school transcripts (or recognized equivalent) and all prior college transcripts on file with Mitchell Community College; c) request an official military transcript at <https://jst.doded.mil/jst>
- 2. Please submit a copy of the **Certificate of Eligibility** or other comparable proof of VA education benefits eligibility to the Veteran Affairs (VA) Specialist as early as possible. A screenshot from www.ebenefits.va.gov will suffice. This can be submitted via email or in-person. The VA Specialist should receive the **Ch. 31 (VR) approval from the appropriate VR caseworker** before the start of classes.
- 3. The following types of classes **cannot** be certified for benefits: courses taken outside of the curriculum; audited courses; independent student courses; credit by exam; repeated courses with a prior passing grade; courses where transfer credit has been awarded; online developmental courses; Continuing Education programs; or Emporium model courses.
- 4. If you are **substituting a class**, an official course substitution needs to be on file with the Admissions Office prior to the certification of the term, and a copy should be available to the VA Specialist.
- 5. Please **submit a copy of your class schedule** to the VA Specialist each term via email or in-person.
- 6. Mitchell Community College does not participate in the Advance Pay Program. You should **pay all charges** prior to the start of the term. Only Ch. 33 (Post 9/11) students at 100% eligibility and Ch. 31 (Vocational Rehabilitation) students are exempt from this.
- 7. You should immediately notify the VA Specialist of any **changes to your enrollment**. This includes: adding classes; dropping classes; if you stop attending class; or if you withdraw entirely from classes. The last date of attendance (LDA) will be reported to the VA. For Ch. 33 students this could create both a debt for the monthly housing allowance (MHA) from the start of the term and create a **tuition debt** if the withdrawal creates a balance due with Mitchell Community College. This balance will prevent future registrations as well as prevent the release of college transcripts until the debt is paid in full.
- 8. Ch. 33 students who are enrolled in **all online/distance learning courses** will receive a reduced monthly housing allowance (MHA). *During the COVID-19 pandemic, this regulation was suspended to allow students attending all online courses to receive the full MHA; however, the regulation will be back in place beginning December 2021. If this changes, we will try to update students.*
- 9. Ch. 30 (Montgomery GI Bill®, MGIB) and Ch. 1606 (MGIB-Selected Reserve) students should **verify their enrollment** monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment—WAVE at the www.gibill.va.gov web site, or by using an automated telephone system (IVR) at 1-877-823-2378 and following the prompts. Ch. 33 and 35 recipients are exempt.
- 10. You must meet the **standards of academic progress** as stated in the Mitchell Community College catalog.

I have read and understand all the policies/procedures listed above. I understand that I am responsible for following these procedures and for any outstanding balances on my student account.

Printed Name _____ Signature _____

Date _____

For any questions, please feel free to contact the Veteran Affairs Specialist, **Amanda Tompkins**, at atompkins@mitchellcc.edu.