



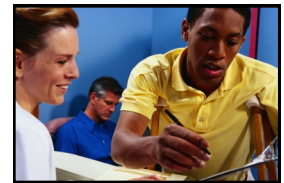
CONTINUING YOUR VETERANS EDUCATION BENEFITS

One or Two Simple Steps!

Step 1

- **Each time** you register for classes, please complete and submit the **Veterans Certification Request Form (VCR)** to your campus VA Certifying Official. There is a section that must be approved by an **academic advisor** to ensure you are *taking the correct classes*.

Each campus has a VA Certifying Official to serve you



Step 2

And **ONLY** if you're changing your major/program objective, please:
(OR - you haven't used your VA Benefits in over a year)

- Complete the VA Change of Program/Place of Training Form **22-1995** for veterans, from our **Forms Section**

Your campus VA Official transmits your enrollment verification to the regional VA office in Atlanta, from which your monthly payment will be sent to you. This entire process can take 4-8 weeks (and longer for dependents), so we recommend you do this soon after the Palm Beach State Registration period begins.

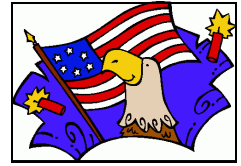
Each campus has a VA Certifying Official to serve you in the Financial Aid Department

MONTHLY Enrollment Confirmation (*Montgomery GI Bill recipients only*)

Each month Montgomery GI Bill recipients (Chapters 30, 1606 & 1607) need to VERIFY continuous enrollment in classes. You can confirm enrollment by either calling the VA toll free number (1-877-823-2378), over the Internet—WAVE certification at www.gibill.va.gov



Additional Information



Other Potential Assistance Programs for Veterans

Vocational Rehabilitation (Chapter 31)

Vocational Rehabilitation is for veterans who have a service connected disability that affects their ability to work.

1. Contact the VA to start the eligibility determination process; 561-547-7474 or 954-974-2722.
2. The VA will assign a Vocational Counselor to approve payment of tuition/fees, books and supplies via the VA Authorization Form 22-1905.
3. Your VA Vocational Counselor will give you a VA Payment Authorization Form (22-1905); please submit this with your [Veterans Certification Request Form](#).

Within 3 – 7 days, the campus VA Certifying Official will complete the VA Payment Authorization Form (22-1905) to cover tuition/fee, books and supplies.

National Guard & Tuition Assistance Programs (TAP)

Payments for the National Guard and the Tuition Assistance Programs are handled through the campus cashier's office. In using the National Guard Tuition Benefits, please make sure that your military unit has completed the appropriate paperwork. Thereafter, your name is included on the National Guard Payment roster.

Army College Fund

There is no paperwork required of the college to start your benefits. Contact the VA Office for more instructions.

Other Important Things to Know

VA Tuition Deferment

You have the option of paying your fees by the due date on your schedule, or as an eligible veteran or dependent, receive a fee deferment (payment extension). This is available only ONCE per academic year and may be helpful while waiting for VA payments. **However, you are responsible for the payment by the due date EVEN if the VA has not disbursed your payments.** To use your deferment, download and complete the VA Deferment Form from our web site.

Transient Students

Please submit a copy of your approved transient form along with your Veterans Certification Request Form to your campus VA Certifying Official