



# VETERANS EDUCATION BENEFITS NEW PALM BEACH STATE STUDENTS

Three Simple Steps!

## Step 1

You'll need to be enrolled/accepted into an approved academic program by:

- Completing the Palm Beach State Admissions Application at: [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml)
- Submitting official final academic transcripts from high school and all colleges that you have attended. Once these are evaluated, Palm Beach State Admissions Office will let you know if the College Placement Test is required.



## Step 2

Veterans who have never used their education benefits:

- Complete the Veterans On-line Application (**VONAPP**) at: <https://vabenefits.vba.va.gov.vonapp>

Veterans who have used benefits at another college:

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

Dependents:

- Complete the Veterans On-line Application (**VONAPP**) at: <https://vabenefits.vba.va.gov.vonapp>
- OR** if you've used your benefits at another college, please complete **Form 22-5495**

## Step 3

Complete and submit the [Veterans Certification Request Form \(VCR\)](#) to your campus VA Certifying Official. Within this form is a section that must be approved by an **academic advisor** to ensure you are *taking the correct classes*.

- Your campus VA official will transmit 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.*

# 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.

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

Each month Montgomery GI Bill recipients (Chapters 30, 1606 & 1607) must 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](http://www.gibill.va.gov)) or my mail ([VA Form 22-8970](#))

### Transient Students

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