

Guide to Receiving VA Benefits at TCL

All students initiate the process by visiting www.gibill.gov and completing an application. Once at the site click "Apply for Benefits," launch "VONAPP" and follow the steps below!

Veterans

1. Complete "Application for Educational Benefits form 22-1990."
2. Submit a copy of the application to the VA Certifying Official.
3. If you were receiving benefits at another school, you must fill out a "Request for Change of Program or Place of Training" form 22-1995.
4. For each semester you register for classes, you must submit to the VA Certifying Official a copy of your class schedule. Once received, the Official will send your enrollment to the VA within two weeks.
5. You are required to report schedule changes IMMEDIATELY. Failure to do so may result in YOU owing funds to the VA and/or TCL.

Dependents of Disabled Vets

1. Complete an Application for Survivor's and Dependent's Educational Assistance form 22-5490.
2. If you were receiving benefits at another school, you must fill out a "Request for Change of Program or Place of Training" form 22-5495.
3. For each semester you register for classes, you must submit to the VA Certifying Official a copy of your class schedule. Once received, the Official will send your enrollment to the VA within two weeks.
4. You are required to report schedule changes IMMEDIATELY. Failure to do so may result in YOU owing funds to the VA and/or TCL.

For Veterans transferring benefits to a dependent or spouse, you must complete the *Transfer of Entitlement Benefit form (TEB)*. If the TEB is approved the person now receiving the benefits must complete a **form 22-1990e Application for Educational benefits and follow steps 4-6 above.**

Continuing VA Students:

1. For each semester you register for classes, you must submit to the VA Certifying Official a copy of your class schedule. Once received, the Official will send your enrollment to the VA within two weeks.
2. You are required to report schedule changes IMMEDIATELY. Failure to do so may result in YOU owing funds to the VA and/or TCL.

REGISTER EARLY TO AVOID CERTIFICATION DELAYS!

Contact Your Certifying Official Chantee George:

In Person: TCL Financial Aid Office: Coleman Hall, (Bldg 2), First Floor

Email: cgeorge@tcl.edu.

Special Notes:

- ✓ All course work must be within your program of study, please schedule an appointment with your academic advisor.
- ✓ Certifications will be delayed if YOU fail to turn in a copy of YOUR class schedule EACH SEMESTER.
- ✓ If you have any questions **concerning your benefits, please contact the VA at 1-888-442-4551.**
- ✓ If you are verifying your enrollment for the month **(Chapters 30, 1606, and 1607), please call 1-877-823-2378.**