

VETERANS SERVICES CHECKLIST

VETERANS TUITION WAIVER ONLY (No other VA benefits)

- Submit your DD214 (Member 4) along with a CT Drivers' license or other ID that identifies you as a CT resident, to the Veterans Certifying Official located in the Student Affairs office. **Please note:** Tuition Waivers cannot be applied to summer, intercession, continuing education – which includes weekend courses, or any non-credit extension fund course. If you do not have a copy, you can request a copy from the National Personnel Records Center at <http://vetrecs.archives.gov>.

NATIONAL GUARD MEMBERS

- National Guard members must apply to their unit for a DD-2384. Those eligible for a guard waiver must reapply with their unit each semester and have the waivers mailed to the QVCC Business office prior to registration. **Please note** that these waivers do not cover extension fund courses, college/student fees

VOCATIONAL REHABILITATION EDUCATIONAL BENEFITS

- Contact the Vocational Rehabilitation and Employment division of the Hartford Regional office of the U.S. Department of Veterans Affairs. You can contact them 860-666-7379.
- Obtain a copy of **Form 28-1905** from your VA Vocational Rehab counselor and submit to Pam Brown in the Student Affairs office.

GI BILL AND OTHER VETERANS EDUCATIONAL BENEFITS –

- Submit your DD214 (Member 4) along with a CT Drivers' license or other ID that identifies you as a CT resident, to the Veterans Certifying Official located in the Student Affairs office. **Please note:** Tuition Waivers cannot be applied to summer, intercession, continuing education – which includes weekend courses, or any non-credit extension fund course. If you do not have a copy, you can request a copy from the National Personnel Records Center at <http://vetrecs.archives.gov>.
- Apply for your benefits with the VA. Before you apply you should have your dates of service and discharge, your bank routing number and account number (for direct deposit) and you should have an idea about what benefit you are applying for.
 - VA Web contact: <http://benefits.va.gov/gibill/apply.asp>
 - Click on link “Apply online.
 - Create a VONAPP account as a new user.
 - Fill out the form
 - If you are not sure what benefits you qualify for, you can click on “submit a question button on the right under FAQs.
 - You can also call 888-442-4551 to speak to a member of the VA Education Service Unit. If you are unable to reach anyone at that number, you may call 800-827-1000 (ask for Education Unit).
 - QVCC Veterans Web page: <http://qvcc.edu/veterans/benefits-waivers>
- Print out your application after you submit to the VA. Please bring copy of the last page, which should have your name, SS#, and a confirmation number from the VA that the application was submitted, to the Veterans Certifying Official (SCO), Andrew Morrison, at the college.
- The VA will send you a “Notice of Benefit Eligibility (NOBE)” or, for Chapter 33 Post 911 GI Bill, a “Certificate of Eligibility” after processing your application. This may take up to six weeks. Please bring a copy of the NOBE or Certificate of Eligibility to the SCO, Andrew Morrison at the college once you receive it.

APPLY FOR ADMISSION TO QVCC ADMISSIONS OFFICE

- Complete the QVCC Application for Admission; submit with the \$20.00 application fee.
- Submit proof of High School completion (diploma, HS transcript, GED certificate) with date of graduation or completion.
- Submit proof of MMR-V immunization (CT State Law requirement)
- Submit official transcripts from prior colleges attended or from military service. Transcripts must be evaluated prior to course selection. For military transcripts for Army, Coast Guard, Marine Corps, or Navy, please contact <https://jst.doded.mil>. Air Force transcripts can be requested through www.au.af.mil/au/ccaf/transcripts.

APPLY FOR FINANCIAL AID

- Complete the free application for Student Aid (FAFSA) found online at www.fafsa.ed.gov to determine eligibility for State/federal grants. Financial aid is initially based off of your previous year's earnings. **The QVCC School Code is: 010530.**

TAKE THE COLLEGE ASSESSMENT TEST

- You can schedule your assessment test through the QVCC website as soon as you have been accepted for admission and have received your student ID # (Banner ID). Choose "Apply now" through the Admissions link, choose To view a sample of the Basic Skills Assessment test go to the QVCC website, "Apply now – 4 steps", from the left menu choose "Schedule your Placement Test from the yellow box and finally choose the blue box to Schedule your Basic Skills Assessment. There are also links with sample questions, sample tests, and how the BSA is scored. If you have questions please contact the admissions department at 860-412-7220, or the Learning Center at 860-932-4055.

REGISTER FOR CLASSES

- Meet with the Veterans Certifying Official (SCO), or other college advisor, to discuss course selection for you declared program of study. Note: You must be in a program to qualify. If you are non-degree, please see Veterans Certifying official (SCO).
- Only courses in your declared major can be certified for VA benefits
- Register for classes with advisor or online using the my.CommNet.edu student self-service program.
- Please note that you may be responsible to pay fees upon registration.** Failure to pay fees upon registration will result in your classes being dropped for non-payment. If you are on Chapter 33, fees will be reimbursed to you upon payment to the school by the VA.
- Complete a "Request of Veterans Benefit contract", read and sign the Veterans Accountability Statement on the back, and submit to the QVCC Certifying Official. Your classes will not be certified with the VA until this form is received **each semester**.
- You are responsible to notify the Veterans Certifying Official (SCO) if you add, drop, or withdraw from a class.
- You must submit a Verification of Attendance form to the SCO twice during each semester.

Andrew Morrison
School Certifying Official
860-932-4360
amorrison@qvcc.edu