



# Request for VA Benefits

Barstow Community College  
 Veterans Resource Center  
 2700 Barstow Rd. Barstow, CA 92311  
 Phone: (760) 252-6801  
 Email: [vets@barstow.edu](mailto:vets@barstow.edu)

Initial Enrollment (22-1999)    Adding/Dropping a course (22-1999b)    Major Change (22-1995)

## Documentation

### INITIAL ENROLLMENT

- Certificate of Eligibility or Confirmation Page
- Notice of Basic Eligibility (1606/1607 Only)
- Veteran's DD214
- Updated Educational Plan
- Prior Transcripts and/or JSTs
- Parent Letter (Guest Students Only)

### ADDING/DROPPING COURSE

- Updated Educational Plan
- Parent Letter (Guest Students Only)
- Prior Transcripts and/or JSTs

### MAJOR CHANGE

- Updated Educational Plan
- Prior Transcripts and/or JSTs

## Student Information

B Number	Legal Name
VA Claim Number	Payee Number
Mailing Address	
Phone	Email
Semester	Program of Study

## Benefit Information

### VETERANS

- Chapter 33 (Post 9/11 GI Bill)
- Chapter 30 (Montgomery GI Bill)
- Chapter 31 (Vocational Rehabilitation)

#### Voc. Rehab Counselor Contact Information

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### DEPENDENTS

- Chapter 33 (Post 9/11 Transfer Benefits)
- Chapter 35 (Dependents Educational Assistance)

### RESERVISTS

- Chapter 1606 (Montgomery GI Bill- Selected Reserve)
- Chapter 1607 (Reserve Educational Assistance Program)

### GUEST STUDENTS

- CH33    CH30    CH31    CH1606    CH1607    CH35

#### Primary School Information

School Name: \_\_\_\_\_  
 Degree: \_\_\_\_\_  
 SCO Email: \_\_\_\_\_  
 Parent Letter Attached:  YES    NO

## Previously Attended Institutions


## Veterans Rights and Responsibilities

- ❖ All necessary documents must be submitted together prior to any certifications. This includes a completed Request for Benefits, DD214, COE, NOBE, Education Plan, Parent Letter, etc.
- ❖ Official transcripts from all previously attended colleges (including military credit) must be submitted for evaluation to Admissions & Records prior to registration for the second semester.
- ❖ Students must obtain a comprehensive education plan before submitting for benefits. If there is a change in major then it is the student's responsibility to meet with a counselor and obtain a new updated education plan. Only required courses listed on the education plan will be certified.
- ❖ Physical Education or Health Education Courses may not be eligible for certification for students who have completed at least one year of military service
- ❖ VA will not pay for courses already successfully completed (some "D" grades are useable).
- ❖ Students using VA Benefits are responsible for reporting changes to their enrollment (adding/dropping courses or changing major) and must notify Veterans Services by submitting an updated Request for VA Benefits form. Any changes in registration may alter the payment of the VA award, and may result in an overpayment. Students will be liable for any overpayment they might receive from the Debt Management Center.
- ❖ If a student receives a grade of "F" in a course; BCC may report a drop to the VA effective the first day of the fourteenth week for 18-week courses. For short-term courses, the drop date will be 50% of class meetings. This may result in an overpayment.
- ❖ If a student is attending two schools consecutively, they are required to obtain authorization from their 'Primary School' in the form of a Parent Letter in order to be certified for benefits. If BCC is the secondary school then students will only be certified for courses listed on the Parent Letter.
- ❖ Students should complete the Free Application for Federal Student Aid (FAFSA) by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and using Federal School Code 001119. Applications take 3-5 days to process and should be received by Financial Aid prior to requesting VA Benefits.
- ❖ Students using Montgomery GI Bill (Chapter 30) or Dependents Educational Assistance (Chapter 35) are responsible for paying their tuition and fees directly to the school. The VA does NOT send a separate payment. Failure to pay these fees may result in a hold being placed on the students account or reporting of the outstanding balance to the state for collection.
- ❖ Only courses listed below, and on the student's educational plan, will be certified for benefits.

### Request for Certification of Courses

Course Name	Dates	Campus	Number of Units
<b>Total # of Units</b>			

**By signing this for, I hereby certify that I understand all of my responsibilities as a recipient of VA Benefits as listed above. I also certify to the best of my knowledge, the above information to be true and correct.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_