

# New Student Guide Checklist

Veteran Services Office

- **Apply for Benefits.** First fill out an Application for VA Education Benefits. Apply either at [www.gibill.va.gov](http://www.gibill.va.gov) using VONAPP, the ‘Veteran On-line Application’ (**RECOMMENDED**) or complete a paper copy. Delta’s Veteran Services Office has the following application forms:
  - Form 22-5490 if you're applying for benefits based on being a dependent or spouse of a service connected injured or deceased veteran.
  - Form 22-1990 for all other education programs.
  - Form 22-5495 or 22-1995 if you've been receiving benefits and need to notify VA that you're changing schools or programs of study.
  - Note: Use the VONAPP site to fill out the Disabled Veterans Application for Vocational Rehabilitation, VA Form 28-1900

Attach a copy of your DD-214 Member-4, and a copy of a voided check if you are interested in direct deposit. For paper applications, send application to the Department of Veteran Affairs or give it to the Veteran Service personnel at Delta College.

- **Apply to Delta College.** There is a \$20 non-refundable admission fee. There are four ways to apply:
  - Apply on-line at [www.delta.edu](http://www.delta.edu) > Apply Online.
  - Apply by printing the application available in the link above (or contacting Admissions at 989-686-9303 to have one mailed to you), completing it, and mailing to the Admissions Office with the \$20 fee.
  - Apply in person with the printed application in the link above, or stop by Admissions (D101) for an application.
  - Complete the printed application then fax it to (989) 667-2202. Contact Admissions at 989-686-9303 for payment information.

After you are enrolled you will be put into the Delta system and receive a student number. Sign up for your MyDelta account at [www.delta.edu](http://www.delta.edu).

- **Receive your Certificate of Eligibility.** Approximately 6 to 8 weeks after you apply for benefits the VA will send a Certificate of Eligibility to you. After receiving this certificate bring it into our office at Delta so that we can begin to process you into our system.
- **Request Delta Credit for Military Training (LW & LWT).** Bring another copy of your DD-214 Member-4, so that we can award you with LW 221-2cr. and LWT EL-2 cr. The VA will not pay for these courses because they are awarded to you by Delta.
- **Send for Transcripts.** It is also at this time to request military transcripts from the branch of service you were in to see if any of your military credits will transfer over to Delta credits (elective credits). The Veteran Services Office has request forms for all branches. (Veterans Only: does not apply to dependents of veterans.) If you have attended any other college, you must also request that transcripts be sent to Delta. Transcripts should be sent to: Registrar’s Office, Delta College, 1961 Delta Road, University Center MI 48710
- **Register and Pay for Classes.** Your benefits cannot be activated unless your classes are paid; this may be possible by:
  - Federal Tuition Assistance. See your unit commander.
  - Financial aid by completing FASFA, student loans, or scholarships,
  - Vocational Rehabilitation (Chapter 31). You must have your V/R Counselor send a contract (22-1905) every semester. Once we have your contract and your Veteran Statement of Responsibility form, your registration statement will list a sponsor “VAVR”.

- Advance Pay. In order to request advance pay you must stop into the office to fill out the appropriate paperwork and be half time (6 or more credits). It is better to request this as soon as possible to ensure that your check will be received before Delta's payment deadline. You must be prepared to pay all tuition and fees by the appropriate deadline regardless of the timeliness of the advance payment check. Chapter 33 Post-9/11 GI Bill is not eligible for advance pay.
- Post-9/11 (Chapter 33). Chapter 33 covers the percentage of tuition and fees listed on your Certificate of Eligibility upfront and allows Delta to bill the VA later. If this is not 100%, you must pay the difference before the payment deadline. Once we have your Veteran Statement of Responsibility form, your registration statement will list a sponsor "VA CH33-90" and your percent eligibility like 90%.
- Montgomery-Active Duty, Dependents, Reserve, and REAP (Chapters 30, 35, 1606, and 1607) requires you to pay upfront for tuition and fees before the payment deadline.

You must be prepared to pay for your classes if one of these methods of payment is not in place or you will be dropped from all classes and will need to re-register again.

- Veteran's Responsibility Form.** Every semester, once your classes are paid with one of these methods, you must complete a Veteran's Responsibility Form online at [www.delta.edu](http://www.delta.edu), or stop into the office to fill it out. At this time it will also be verified that all your classes fit into your selected degree plan – if some classes do not comply you may not receive benefits for them. This information along with your schedule will be submitted to the VA Regional Office in St. Louis, MO to certify your enrollment. If you do not submit this form, you will not be certified for the semester.
- Verifying Enrollment.** The Montgomery GI Bill Active Duty, Dependents, Reserve, and REAP (Chapters 30, 35, 1606, and 1607) are reimbursement programs. Each month that you are taking classes the VA will send you a check or direct deposit based on your enrollment status that month. In order to get this check or direct deposit Chapter 30, 1606, and 1607 must verify with the VA, either by phone, 1-877-823-2378, or on the web, [www.gibill.va.gov](http://www.gibill.va.gov) (WAVE), that you are still attending class. The earliest this can be done is the last calendar day of the each month that you have been in attendance (it doesn't matter if it's a Sunday or holiday). **Chapters 33, 35 and 31 do not have to verify at the end of each month.**

## Check List

- Apply for GI Bill Benefits
- Apply to Delta. Receive Student ID Number. Sign Up for MyDelta.
- Drop off certificate of eligibility to Veteran Services Office (B100).
- Fill out request for military training credit (LW & LWT).
- Request college and military transcripts.
- Register and pay for classes each semester.
- Fill out Veteran Responsibility Form **each semester.**
- Verify enrollment with VA the last calendar day of **each month.**

## Delta College Certifying Officials

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