

## Basic Instructions for Veterans and Veteran's Dependents

Welcome to Castleton! All who expect to receive GI Bill Benefits must contact the VA School Certifying Officials, Stephanie Cleveland or Lisa Ladd, in the Registrar's Office, located on the lower level of Woodruff Hall. You can't receive your benefits until you do! Here are some basic instructions to get you started:

APPLY FOR YOUR BENEFITS! Go to <http://www.benefits.va.gov/gibill/>. Click on the Apply for Benefits tab, then Apply for Benefits. Click APPLY ONLINE then follow the instructions under Ready to Apply? The questions you answer will automatically direct you to the correct form):

**Form VA 22-1990** for Active Duty (Ch. 30), Selected Reserve (CH. 1606 or 1607) Post 9/11 (Ch. 33, *only if you're the VETERAN or a Sgt. Fry Scholarship recipient*).

**Form VA 22-1990E** if a veteran (parent/spouse) has transferred benefits to you. (Also see Dependents notes below)

**Form VA 22-5490** if you are to receive Dependents Education Assistance (Ch. 35).

When you've completed the application, print out a copy of your application for your records. For questions about your application, call the VA at 1(888)442-4551. Depending on which program you're eligible to receive, you will receive a Certificate of Eligibility (COE) letter or a Notice of Basic Eligibility (NOBE) letter from the VA. **You must give a copy to Stephanie Cleveland or Lisa Ladd, VA Certifying Official, Castleton University, 62 Alumni Drive, Castleton, VT 05735.** If you can't locate your original letter, we also accept a printout of your Statement of Benefits page from the <https://www.ebenefits.va.gov/ebenefits/> website.

ALL PROGRAMS: Certification of your enrollment must be done by the University and your enrollment can only be certified when we receive a copy of your Certificate of Eligibility (COE), or Notice of Basic Eligibility (NOBE), AND you have actually registered for classes. It is also *strongly recommended* that you enroll in the eBenefits program from the GI Bill website <https://www.ebenefits.va.gov/ebenefits/>. This can help you access lost paperwork, follow your application status, and much more!

It is also recommended that you apply for federal financial aid to assist you with payment of any additional expenses not covered by your GI Bill funds. Apply through [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the Free Application for Federal Student Aid. If you are a Vermont resident, also apply through VSAC at [www.vsac.org](http://www.vsac.org) for Vermont grants and scholarships. Any amount of the bill not covered by payments sent directly to the University by the VA, is the responsibility of the student.

**Chapter 30, 1606, & 1607** (Active duty, Selected Reserve, Reserve Educational Assistance Program): On the **LAST CALENDAR DAY** of each month, **YOU MUST** either call in to the VA to **self-certify your enrollment, or do so online through the GI Bill Website's WAVE program.** You must set up an account to use the WAVE program at <https://gibill.va.gov/wave> . **Failure to self-certify on a monthly basis will result in delayed payment of your benefits by the VA.**

Benefits for those receiving Chapter 30, 1606, 1607, or 35, will be paid **directly to the student.** Arrangements for payment of your bill are your responsibility.

**Dependents who are receiving transferred Post 9/11 benefits:**

Your parent/spouse should have received an approval notice from the Department of Defense (DOD). If the parent/spouse **has not** received an approval notice of the benefits transfer, he/she should contact the DOD. If your parent/spouse needs instructions on how to submit a request to transfer his/her benefits, please contact the base personnel office.

Once the DOD approval has been received the **STUDENT** must then apply for benefits, using form VA 22-1990E. The **STUDENT** will then receive a Certificate of Eligibility letter from the VA at the student's home address. A copy of the COE letter **must** be submitted to Stephanie Cleveland or Lisa Ladd in the Registrar's Office.

**Book Stipends & Housing Allowances for all Post 9/11 (CH. 33) Recipients:**

You will receive a book stipend and a basic housing allowance, based on your eligibility percentage. **These funds will be paid directly to you.** You may choose to charge your books to your student account, and you may choose to live on campus. Payment for room and board and any book purchases charged to your account are your responsibility, so we recommend submitting a FAFSA each year to help with these expenses.

**General Billing information for Post 9/11 Recipients:**

It's up to you to arrange for payment of any charges not considered to be **tuition or mandatory fees** by the VA. Tuition, lab fees, and the insurance fee are examples of charges that are paid directly to the university by the VA, based on your percentage of eligibility. Room, board, books, supplies, parking fines, housing fines, and travel expense fees are not considered mandatory fees. Any amount not paid by the VA directly to the university is the student's responsibility. For study abroad, the VA will not cover travel/transportation, food or lodging.

If you have any questions, please contact VA School Certifying Officials Stephanie Cleveland at 802-468-1274 or Lisa Ladd at 802-468-1244. Regular office hours are weekdays 9 am to 4:30 pm (break hours are 9 a.m. to 4 p.m.).