

# VA Application Process

The [Road Map for Success](#) will help you determine which benefit is best for you and how to apply for the benefit you choose.

## General Steps for Application

The general steps to apply for veterans educational benefits for Charter Oak State College are as follows:

### Step 1

Veterans who have not yet used their education benefits must complete VA Form 22-1990 (Application for Veterans Benefits), and submit a copy of their DD214.

Veterans who have used benefits before at an educational institution other than Charter Oak State College must complete VA Form 22-1995 (Change of Program or Place of Training), and submit a copy of their DD214.

### Step 2

The veteran must submit the [Request for Certification of Enrollment for VA Benefits](#) along with all required documents to the College's Certifying official. Student must log in to access the form.

The veteran's academic counselor will declare the number of credits the veteran has earned for previous civilian or military training and experience. These credits will be applied to the veteran's degree program requirements for the specified enrollment period (or show that this evaluation is still pending during the first two semesters). If the veteran has enrolled in courses at the College, the certifying official will submit the certification electronically thru VA-ONCE.

### Step 3

Veterans who are taking courses at another college or university that is approved for VA benefits should provide a catalog description of the courses in which they plan to enroll to their academic counselor at the College. Once the courses have been approved, the veteran should forward that information to the certifying official at the College. The certifying official will forward the parent letter, which verifies that the courses the student is going to take at that institution will transfer into the veteran degree program at the College. The Veterans Officer at the supplemental institution will forward the necessary paperwork to the VA, so the veteran can begin receiving payment.

To report the courses, the veteran may use the [Request for Certification of Enrollment for VA Benefits](#). Student must log in to access the form.

**It is the veteran's responsibility to provide their Charter Oak State College academic counselor with a letter listing the courses the student will take at the supplemental school.** Without this information, the veteran's academic counselor will not verify the courses when the Veterans Benefits Office seeks verification of the courses.

Note: The veteran should contact the supplemental school to estimate the date on which the grade will be recorded, and to request an official transcript be sent to Charter Oak State College for courses that have been taken.

### Step 4

Veterans should keep a copy of all application items and allow the VA eight weeks to respond to the claim. After that time the veteran may contact the [VA](#) and follow the link to the "Submit A Question" resource.

## Notification of Withdrawal, Termination, or Reduction

All veterans are responsible for notifying the certifying official of their withdrawal from a course, termination of training, or reductions in training due to the receipt of a non-punitive grade for a course.

## Satisfactory Academic Progress (SAP)

The VA will not pay benefits for any portion of a course or training for which the student receives a grade that does not count toward their graduation requirement, unless the VA accepts the student's mitigating circumstances.

Charter Oak State College's Academic Standards policy requires students to maintain a cumulative grade point average of 2.0. The College will notify the VA to terminate benefits on the basis of "unsatisfactory academic progress" when a veteran's cumulative grade point average falls below 2.0. In addition, the certifying official will not certify any veteran's enrollment in any course(s) until the veteran's grade point average again reaches 2.0.

## **Application Status, Payment Information, and Enrollment Certification**

### **Chapter 31 - Vocational Rehabilitation and Employment (VR&E)**

Once the student has submitted all required documents to the Department of Veterans Affairs (DVA) and it has been determined that the student is eligible for assistance, the certifying official will sign off on VA Form 28-1905 as verification of enrollment.

If a student's enrollment status changes (e.g., drops from full- to part-time) or the student completely withdraws or decides not to attend a semester, the student must notify the College's Certifying official immediately.

### **All Other Chapters**

Once the student has submitted all required documents to the Veterans Office, the certifying official will submit both the documents and verification of enrollment to the Department of Veterans Affairs (DVA). Generally, it takes the DVA up to twelve weeks to process new applications; transfer and renewal applications may be processed more quickly. When the DVA approves a student claim, the student will receive a letter detailing the student's benefits.

If the student's enrollment status changes (e.g., drops from full- to part-time) or the student completely withdraws or decides not to attend a semester, the student must notify the College's Certifying official immediately.