



CCTC VA STUDENT CHECKLIST

1. Completed CCTC Admissions Application, Placement Test(s), and registered for classes?

YES (Continue to Step 2)

Developmental 03x MAT, RWR, etc must be taken in A, Z, L format to be certified for VA educational benefits. Online or hybrid format developmental classes cannot be certified.

NO (No action can be taken until admitted & enrolled in classes)

2. Applied for VA Educational Benefits?

YES (Continue to Step 3)

NO (No action can be taken until application is complete)

Application can be submitted through either <https://www.va.gov/> or www.ebenefits.va.gov/ebenefits/manage/education. The VA will send you a Certificate of Eligibility when approved and/or upon request. A copy must be submitted to the CCTC VA Representative/Veteran Resource Center (M587 or email scanned, legible copy).

Chap 31: counselor will submit via the Tungsten system to CCTC.

3. Did you use VA Educational Benefits at another College/University/Training Program?

NO (Continue to Step 4)

YES (Submit prior transcripts to registrar) and (submit VA transfer form)

Veteran: Complete VA 22-1995, Change of Program or Place of Training form

Child/Spouse of Veteran: Complete VA 22-5495, Change of Program or Place of Training form

4. Submitted copy of Certificate of Eligibility, or printed education eligibility information from eBenefits (va.gov), or NOBE from Reserve unit, or VR&E counselor submitted form via Tungsten to CCTC VA Rep?

YES (Continue to Step 5)

For Chap 35, the full social security number of the Veteran is required

NO (No action can be taken without COE or proof of educational benefits)

5. Student is the child of disabled/injured/wounded SC Veteran (Chap 35)?

NO (Continue to Step 6)

YES (Student may be eligible for tuition waiver) www.va.sc.gov/benefits or http://va.sc.gov/documents/2015_free_tuition_application.pdf

If approved for tuition waiver, submit copy of approval letter from the State of South Carolina to the CCTC VA Rep for processing by CCTC business office.

6. Completed and submitted the Veteran Certification Request form online on myCCTC/forms/Financial Aid (<https://www.cctech.edu/admissions/military-and-dependents/>)? (Required *EACH* semester using VA educational benefits)

NO (No action can be taken until request is submitted)

YES (Welcome to CCTC & the use of your VA Educational Benefits!)

-Consider completing the FAFSA (Free Application for Federal Student Aid) for other federal financial aid.

-Review the CCTC VA Educational Benefits Frequently Asked Questions (FAQs) on the Veteran Resource Center web page (<https://www.cctech.edu/wp-content/uploads/CCTC20VA20Educational20Benefits20Student20FAQ20sheet2C20jun2020-1.pdf>) as well as the Standards of Academic Progress (<https://www.cctech.edu/financial-aid/military-students/veterans-affairs/va-standards-of-academic-progress/>).

The CCTC VA Representative will use the above submitted information to process your certification request and submit this information to the VA for final action. Make sure to notify the CCTC VA Rep of any changes to your schedule.