

Veteran Benefits Information Sheet

Certificate of Eligibility: New Students must provide a copy of their Certificate of Eligibility with this form. Returning students will need to complete this form every semester in order to use their VA Benefits with the updated amount of benefits available to them. If you have used VA Benefits at a previous institution, please provide an updated CoE. ***Not submitting this form means you will not be certified and your financial aid does not reflect you have VA Benefits.***

Transfer of Entitlement (ToE) Program: First the active duty member of the military needs to contact the Department of Defense to transfer their educational benefits to their dependent(s). You can find the application and instructions here: <https://www.dmdc.osd.mil/TEB/>. Once the approval is confirmed from the DoD the dependent is required to complete and submit VA-FORM 22-1990E (Application for Family Member to Use Transferred Benefits) to the VA. You can find this form at www.va.gov. The eligible dependent will then be issued a Certificate of Eligibility from the VA. A copy of the CoE must be submitted to the Registrar's Office to ensure being certified to use the benefits, along with the Veteran Benefits Certification Form.

By signing the Veteran's Benefits Certification Form you are confirming that:

- Credits you are enrolled in must be required for your degree requirements. The VA only provides funding for degree applicable courses.
- Once your VA Benefits are exhausted, you are responsible for paying any balance due to the college.
- All enrollment, major/minor, and demographic changes must be submitted to the Academic Records Coordinator in the Registrar's within 3 days of the change. Late submissions may result in changes to VA Benefits.
 - Example enrollment changes: change in credits, course addition, course drop, course withdrawal, withdrawal/leave of absence from the college
 - Example major/minor changes: declaring a new program, dropping a program, change in anticipated completion date
 - Example demographic changes: phone number, home or mailing address, chosen or legal name, marital status
- The Academic Records Coordinator notifies the VA regarding any of the changes above.
- If the VA fails to pay Washington College for any reason, you are responsible for paying the outstanding balance.
- For questions regarding enrollment certification, contact the Academic Records Coordinator in the Registrar's office by phone at 410-778-7299, or by email at sortiz2@washcoll.edu. You can also contact the VA directly at 888-442-4551.
- Your signature confirms that you met with the Office of Financial Aid and the Business Office regarding how the benefits affect your financial aid and what you may be responsible to pay.

Book Stipend/BAH: These benefits are paid directly to you and are based on your benefit percentage. If you have questions about your stipend, please contact the VA directly at 888-442-4551.

If you are interested in signing a Promissory Note to allow deferred payment to the College for room and board until you have received your semester BAH benefits, contact Jennifer Hutton in the Business Office at jhutton2@washcoll.edu.

Supplemental Certification: If you enroll in a summer class at a VA-approved institution and want to use your benefits towards this course, you must do the following:

- Submit an updated Veteran Benefits Certification form to the Registrar's Office.
- Submit a signed Transfer Credit Approval form to the Registrar's Office.
- Notify the VA that you intend to enroll in a course outside of the College.
- At the end of the course, you must request to have an official transcript sent directly to registrar@washcoll.edu. This must display the final grade(s) for the course(s).