

Using your VA Benefits

A process that begins prior to the start of school

To get your benefits started

- You must apply for benefits <http://vabenefits.vba.va.gov/vonapp/main.asp>
- The VA states the application review process will take up to and possibly exceeding 6 weeks.
- If you have received benefits while attending a previous institution submit a “Request for Change Program of Place Training” (VA 22-1995).
- If you are a dependent of an active service person you will need to fill out the VA 22-1990E application for Benefits after the benefits have been transferred to you.
- All forms can be found and some even filled out online through the www.gibill.va.gov website. Any forms that should be printed out can be mailed directly to the VA Buffalo Regional Office, PO Box 4616, Buffalo, NY 14240-4616.
- The VA **will not notify the school** when they receive your paperwork. The VA will mail the student the Certificate of Eligibility directly when they have completed processing the application for benefits.
- Please contact Sharon Crossett, Assistant Registrar and Certifying Official at 802-485-2255 or scrosset@norwich.edu at the time of application or 2 to 4 weeks prior to the start of the semester.

As the certifying official I need:

- A copy of your Certificate of Eligibility or Notice of Basic Eligibility (NOBE)
- Whether you are active, inactive, dependant, or reservist
- How long you have been active
- What chapter you will be using
 - Montgomery GI Bill – Chapter 30
 - Post 9/11 GI Bill – Chapter 33
 - Post 9/11 GI Bill Yellow Ribbon – Chapter 33
 - Survivor & Dependents – Chapter 35
 - Reserves and National Guards – Chapter 1606
 - REAP – Chapter 1607
 - Vocational Rehab – Chapter 31
- What academic major or program you have declared

General Certification Time Table

- Undergraduate students are not certified until after the Add Drop period, the first of classes plus one day, of any given term.
- Students can make a formal request to be certified early by filling out the Early Certification Request Form, found on the Registrar’s webpage.
- Graduate students are certified two to three weeks prior to the start of the semester for both seminars.
- Yellow Ribbon students are certified last as the Yellow Ribbon amount must be calculated for each individual student.

To Qualify for Yellow Ribbon you must:

- Have served an aggregate period of at least 36 months since 9/11 and are no longer active
- Have been honorably discharged from active duty for a service connected disability and served 30 continuous days after 9/10/01
- Be a child of an Active Duty Service person who is eligible for Transfer of Entitlement under the Post 9/11 GI Bill

Tuition Assistance/ Top Up

- The student is responsible for providing enrollment information to the DOD
 - The base or regional educational officer can assist with TA and Top Up.
- The student should provide the Tuition Assistance Authorization to Norwich for each seminar or semester.
- Top Up – the DOD calculates how much of the MGIB the student should receive and sends that information to the VA.

Useful Links

- GI Bill: www.gibill.va.gov – Use this website to learn vital information and keep up to date with any changes to education benefits.
 - To talk to a VA representative, please call (888) 442-4551, press 1 in the first menu and 0 in the second to get directly to the VA phone bank.
- Department of Veteran Affairs: <http://www.va.gov/>
- White River Jct, VT VA Hospital: <http://www.whiteriver.va.gov/>
- American Legion “VetCam”: <http://www.legion.org> – a free webcam service that enables U.S. Military and Veterans to talk via personal computers with friends and family by registering as a user.
- Registrar’s Office: <http://www.norwich.edu/academics/registrar/index.html>
- Bursar’s Office: <http://www.norwich.edu/bursar/index.html>
- Admissions Office: <http://www.norwich.edu/admissions/index.html>
- Graduate and Continuing Studies: <http://graduate.norwich.edu/>

Students are responsible for informing the Certifying Official about any changes to Student or Registration status.

Failure to do so will result in the student being personally liable to the VA for any over payments and could result in delay of payments in the future.