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# Marion

## Technical College

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Marion Technical College is an approved training facility for use of the GI Bill®. The general categories of the GI Bill® are:

- Post 9/11 GI Bill® – Chapter 33
- Montgomery GI Bill® – Chapter 30
- Montgomery GI Bill® – Selected Reserve – Chapter 1606
- Reserve Educational Assistance Program (REAP) – Chapter 1607
- Dependents' Educational Assistance – Chapter 35
- Veteran Readiness and Employment – Chapter 31

Visit [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/) to determine which benefit is best for you. You may have more than one option. You may also contact VA for further guidance and to determine what benefit(s) you are eligible at 888-442-4551.

### **APPLICATION PROCESS:**

- Speak with an Admission Counselor and apply for admission to MTC. You must be seeking an associate degree to use benefits.
- Apply for your VA benefits online at [www.va.gov](http://www.va.gov). At some point later (usually 30 days), you will receive by mail your Certificate of Eligibility (COE) from VA. A copy of this must be provided to the School Certifying Official (SCO) in order to use your benefits.
- If you have used benefits at another institution, or at MTC but are changing your major, you must complete VA Form 22-1995. (VA Form 22-5495 for Chapter 35)
- Register for classes (meet with your advisor) and submit a copy of your class schedule to the School Certifying Official (SCO).

### **CERTIFICATION:**

After a student has submitted all documents to the School Certifying Official (SCO), enrollment will be certified for benefits. Only courses that are required for the student's degree program will be certified for benefits.

Class schedules are required each term that you register. If your schedule is not provided to the School Certifying Official (SCO), certification for that term will not be submitted to VA.

If a student drops a class(es) any time during the term, the student must notify the School Certifying Official (SCO). All changes must be report to VA. Failure to do so may result in overpayment to the student. If a student withdraws for all classes during any academic term, the benefits will be terminated and the student must contact the School Certifying Official (SCO) to restart the benefits.

If a student decides to change their major, the change must be made with the appropriate department along with the School Certifying Official (SCO) to prevent disruption of educational benefits.

### **PAYMENT:**

After the application and enrollment certification has been submitted to VA, payment to the student (including book stipend and housing allowance for Chapter 33) is mailed or direct deposited into the student's bank account. Tuition and fees for Chapter 33 recipients is made directly to MTC. Direct deposit is not available for Chapter 35 recipients. Students using Chapter 30, 1606 and 1607 must verify attendance with VA at the end of each month. This can be done by visiting [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do) or by calling 1-877-823-2378. Students using Chapter 33 benefits will have a text option to confirm enrollment with the VA each month.

### **VA POLICIES AND PROCEDURES:**

The following are informational sections and procedures that must be followed in order to use benefits. The student **MUST** declare a major and **MUST** attend class.

*Remedial Courses* – The VA considers all MTC courses of 0990 and below as remedial. Benefits will only be paid for remedial courses if suggested by the current MTC placement test results.

*Academics/Grades* – A student will be considered in good standing as long as the student only takes classes required for graduation, successfully completes those courses, and does not repeat a previously passed course. If a student must be reported to VA for unsatisfactory progress, benefits will be terminated. The student will then have to reapply for benefits with the School Certifying Official (SCO).

*Reporting Changes:* If a student wishes to avoid problems with their benefits, all changes (including name change, address change, change in number of credit hours, withdraw from classes and changes in their major) **MUST** be reported to the School Certifying Official (SCO). VA must be informed of such changes ASAP.

*Prior Credit* – It is required that all previous education whether from previous institution or military be applied to the current curriculum. It is the student's responsibility to request transcripts for evaluation by the MTC Veteran Academic Counselor, Laura Emerick.

### **MILITARY ACTIVATION:**

A student who is called to active duty must:

- Submit a copy of the official orders of deployment to the School Certifying Official (SCO).
- Complete and submit a Drop/Add form (obtained at the office of student records).
- If you are unable to do this in person, contact the School Certifying Official (SCO) for other options.

## Frequently Asked Questions

*When should I apply for my benefits?*

You should apply for benefits as soon as possible. However, certification of enrollment will not be submitted to VA until after you have registered for classes at MTC.

*How much money will I receive for my VA benefit?*

The benefits vary depending on the type and how many credit hours for which you enroll. Visit the VA website for more detailed information at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/).

*Can I receive regular financial aid while receiving VA benefits?*

Yes, as long as you apply and are deemed eligible. Other forms of financial aid include grants, scholarships and loans.

*What should I do if I don't receive my benefit check?*

Contact the VA at 1(888) 442-4451 to find out why there has been a delay. If there is a school related problem, contact the SCO.

*If I withdraw from school while collecting VA and then return 2 semesters later, will I automatically begin receiving my benefits again?*

No. You must contact the SCO to be recertified.

*Will I receive pay during the breaks between terms?*

No. Break pay is no longer available for any VA education benefit program.

### Addresses and Telephone Numbers

Department of Veterans Affairs  
9700 Page Ave.  
Suite 101 - Education  
St. Louis, MO 63132-1502  
(888) 442-4551  
[www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

Amy Krzysiak  
School Certifying Official  
1467 Mt. Vernon Ave.  
Marion, Ohio 43302  
(740) 386-4118  
krzysiaka@mtc.edu

VA Verification of School Attendance  
(877) 823-2378  
[www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)