

Military Educational Benefits Responsibilities

I understand the following statements as they pertain to receiving my Veteran Educational Benefits.

1. I must notify my Triton College school certifying official when I register and/or make any changes to my schedule.
2. I agree to provide the following information to the Financial Aid Office of Triton College **for each academic year I am enrolled** in order to receive my benefits: Triton College Military Educational Benefits Data Form and additional benefits documentation as necessary (SEE REVERSE CHECKLIST).
3. I may not claim benefits if I **do not attend or complete (grades of W or R)** the course(s) I registered for with a passing grade.
4. I may not claim benefits if, for any reason, I **withdraw or am withdrawn** from a course and receive a grade of W.
5. I may not claim benefits for **auditing** a course. (Auditing: attending a credit course as a listener, where a grade is not given.)
6. I may not claim benefits for **repeating a course** in which a passing grade of A, B, C or D has been received previously.
7. I may not claim benefits for **online remedial courses** such as MAT 045, 055, 085; or RHT 085, 086, 095, 096.
8. I may not claim benefits for any course **not specifically required for completion of the degree program** I declared on my veteran application in the Financial Aid/Veteran Benefits Office.
9. I may not claim GI benefits for **continuing education courses** in which no credit is granted toward my degree program.
10. I understand the degree I declare to the Triton College Admissions Office **must match the degree** I declare to the Financial Aid/Veteran Benefits Office to receive my military benefits.
11. I understand, if my academic plans change, I am allowed to change my degree **only once a semester**.
12. I understand **if I change my degree I must:**
 - Request a change of program with the Records and Registration Office and
 - Complete a Change of Program Form with the Veteran Benefits Office.
13. I may not claim benefits if I fail to **complete a formal evaluation** of all previous college credits earned at schools prior to attending Triton College. I understand this formal evaluation must be completed within two semesters of attendance or my benefits will not continue. When I undergo a formal credit evaluation, **I must deliver a photocopy of the evaluation results** to the Financial Aid/Veteran Benefits Office.
14. I may not claim benefits **if I do not disclose any previously taken courses or previously earned degrees** from other institutions. Upon discovery of this information, my benefits will be suspended by Triton College until I complete a formal evaluation of all previous credits and degrees. I understand this formal evaluation can take up to six weeks and may result in an overpayment of benefits from the VA that I will be responsible to repay.
15. I understand I am held to the same academic standards as all Triton students, therefore, I may not claim benefits if I am currently **disqualified based on the Standards of Academic Progress**. (See college catalog for definition of Standards of Progress.) My classes will not be certified until I have successfully appealed and become reinstated to receive my benefits.
16. **I understand if my appeal is denied and I am not reinstated, I will forfeit my benefits for the current semester in question.**
17. I will be allowed to appeal again, in a future semester, to have my benefit eligibility reinstated once I have fulfilled the stipulations put forth by the Appeals Committee and/or the associate dean of Enrollment Services.

Payments

18. I understand the Veteran's Administration pays out monies to me based on the **start and end dates** of the classes for which I am enrolled. Therefore, if a class is less than 15 weeks long, my payment will reflect the shortened timeframe and I may not be considered for full-time pay for the entire semester.
19. I understand if I elect to receive the Post 9/11 GI Bill®, and I am **only enrolled in online courses**, I will only be eligible for a reduced portion of my basic housing allowance. Any questions pertaining to a book or monthly stipend should be addressed directly with the VA.
20. I understand if I withdraw or my instructor withdraws me from a course, the withdrawal will be reported to the VA. I understand **the last date of my attendance**, NOT the day I withdraw from the course, will be reported to the VA, which may result in an overpayment that I will be responsible to repay.
21. If I feel I have **mitigating circumstances** contributing to my grade of W, I will contact the Department of Veterans Affairs in St. Louis, Mo., directly regarding my case.

Military Educational Benefits Checklist

Triton College Military Educational Benefits Data Form (ALL STUDENTS)

The Office of Financial Aid will not process benefits without a Data Form on file for the current academic year. Visit triton.edu/finaid to download the form.

GI BILL®

New Student (First time college student AND using VA Educational Benefits.)

- Application for VA Benefits – Form 22-1990 (This may be completed online at ebenefits.va.gov.)**
- Certificate of Eligibility
- Copy of DD 214-4 ***

Transfer Student (Student has earned college credit, but may or may not have used VA Educational Benefits.)

- V A Request for Change of Program/Place of Training – Form 22-1995 (you can obtain this from the Triton College Financial Aid Office or vba.va.gov/pubs/forms/vba-22-1995-are.pdf) OR an Application for VA Benefits – Form 221990 (this may be completed online at ebenefits.va.gov/ebenefits/homepage) if this is the student’s first time using VA Educational Benefits.**
- Certificate of Eligibility
- Copy of DD 214-4***
- Official transcripts for all college and military credit earned along with a General Petition must be submitted to the Records Office to be evaluated towards the degree program stated on VA Change of Program (Form 22-1995). **This process must be completed within two semesters of attendance or VA benefits may be discontinued.**

Guest Student (Enrolled in courses at Triton College but pursuing a degree at another institution.)

- A “Parent Letter” from primary school stating that the courses taken at Triton College will apply toward student’s degree program. **Only courses approved by your primary school will be certified.** Certificate of Eligibility
- DD 214-4

Readmitted Student (Student was receiving VA Educational Benefits at Triton College but has not attended for at least two semesters.)

- V A Request for Change of Program/Place of Training – Form 22-1995 (You can obtain this from the Triton College Financial Aid Office or ebenefits.va.gov.)**
- Official transcripts for all college and military credit earned along with a General Petition must be submitted to the Records Office to be evaluated towards the degree program stated on VA Change of Program (Form 22-1995). **This process must be completed within two semesters of attendance or VA benefits may be discontinued.**

IVG – ING – MIA/POW

- Application for VA benefits – MIA/POW requires a paper application. IVG applications can be completed online, one time only, at isac.org. ING applications are also to be completed online, every year, at isac.org.
- Notice of Eligibility
- DD 214-4

**Student’s using GI Bill® benefits as dependents (or spouses) of veterans will submit a Dependent’s Application for VA Benefits (Form 22-5490) if they are using benefits for the first time Or Dependents Request of Change of Program/Place of Training (Form 22-5495) if they are transferring from another institution.

***Student’s using GI Bill® benefits as dependents will submit the veteran’s DD214-Member 4.