**Pueblo Community College**

**Veteran’s Checklist**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

**Please read and Initial\***

 It is the veteran/dependent student’s responsibility to notify the PCC’s Veterans’ Affairs office of any schedule changes. **Do not assume we know that you have enrolled, have dropped, or have withdrawn from classes.** Changes may include:

* Enrolling for a new term – **enrolling in classes early in the registration period ensures a timely verification to the VA. Late enrollment may take 6–8 weeks to process once enrollment verification is received at the St. Louis Regional Processing Office, RPO.**
* Adding or dropping a class within the drop/add period.
* Withdrawal after drop/add period (the student receives a “W” grade for the class). The last date of attendance will be reported to the VA. Report any extenuating circumstances.
* Never attending a class after enrolling.
* Reinstatement to class after being dropped.

 Report address, phone number, and email address changes to the PCC VA office.

 Students are eligible for VA educational benefits only when enrolled in classes **required and approved for your declared major. (**Please run a Degree Check to ensure your courses fit with your selected program). The PCC catalog lists VA-approved majors and the classes required for completion. It is strongly recommended that veteran students work closely with their advisor when choosing classes.

 Veteran students with previous college credit must have official transcripts sent to PCC from the previous institutions attended for transfer evaluation **during the first term of enrollment** to avoid benefit interruption.

 VA will not pay for **online Remedial/I-GRAD** courses.

 Chapter 33 Benefits allocate funds for tuition paid to cashier’s office directly. For all Chapter Benefits, it is important to note that it can take 8-10 weeks once application has been submitted. **It is the Veterans responsibility to pay for books if payment by VA to the veteran has not been received.**

 There is an 8-10 week processing time for new CH 30, CH 33 and 1606, educational benefits. CH 35 applications and claims may take longer. **The student is responsible for payment of all tuition, fees, and books until the benefits begin.** The Cashier’s Office has information about the availability of payment plans.

 Pay rates are determined by the number of credits the student is taking and the length of the classes. The VA considers the length of **each class** when determining a pay rate. In a standard quarter or semester, VA defines training time as follows:

Full-time = 12 or more credits

¾ time = 9-11 credits

½ time = 6-8 credits

Less than ½ time = 4-5 credits

¼ time or less = 1-3 credits

**Example: Enrollment in 12 credit hours during a 16 week term (as long as all the classes start and end at the same time) is full-time and enrollment in 6 credit hours during an 8 week term (as long as all the classes start and end at the same time) is full-time. CCCOnline requires enrollment in 7 credits for full-time status in the summer.**

 More than ½ (50%) time enrollment must be maintained throughout the term to qualify for BAH. VA will prorate BAH based on credits. Active Duty students do not qualify for BAH. Transferred Active Duty CH 33 benefits to a spouse do not qualify for BAH. **Post 9/11 students only.**

 Educational benefits are paid at the beginning of the month for the previous month’s enrollment. **All CH 30/1606** Montgomery GI Bill® Veterans must verify their enrollment to the VA monthly, at the end of the month by calling 1-877-823-2378 or logging onto the Web Automated Verification of Enrollment (WAVE) at [VA Website](http://www.gibill.va.gov/) **You will not be paid unless your enrollment is verified by you**. Effective 08/01/2021: CH 33 will also need to verify enrollment.

 If using Tuition Assistance, notify certifying official at Pueblo Community College VA desk.

Printed Name: Signature: Date:

**Colorado Opportunity Fund (COF)**

The Colorado Opportunity Fund (COF) provides a tuition stipend for eligible students. In order to receive the stipend, students must create a COF account and authorize the use of it.

By signing below, you allow Pueblo Community College to create a COF account and authorize it on your behalf, if eligible. By not signing, you will need to complete the COF process independently in order to receive the reduced tuition rate:

Printed Name: Signature: Date: