



VETERAN STUDENT CHECKLIST

STEPS FOR NEW VETERAN STUDENT

- Apply to Wiregrass Georgia Technical College by going to www.wiregrass.edu and clicking on the red “apply” button at the top. Application fee of \$25 is waived for active duty personnel! Follow the instructions and upload any documents needed. Be sure to fill out your FAFSA form each year to apply for FREE federal student benefits! If you have questions, call us! **(229) 333-2100 ext. 3001**
- If you are a returning student, you may fill out your application as a returning student. If you are a transfer student, ensure you get your official transcript sent to Wiregrass. This can be emailed to Documents@wiregrass.edu by the institution or delivered to the OneStop in a sealed envelope!
- Once you are accepted, have chosen your program, and registered for classes, you must submit the first page of your certificate of eligibility using the **Enrollment Certification Submission Form**. You may access this by visiting the Wiregrass homepage at Wiregrass.edu>future students>Military and Veteran students>Enrollment Certification Form. To request your certificate of eligibility, please visit VA.gov>VA Benefits and Health Care>Education and Training>Eligibility then scroll down and click on “Find your educations benefits form.”
- Once you **READ** and **UNDERSTAND** the **Student Responsibilities and Process Acknowledgement** on the enrollment certification form, select submit and you will be certified through the Military and Veterans Office after the add/drop period which is usually one week after the start date of the term. You will receive an email stating that you have been certified and within 72 hours upon receiving that email, the VA will verify your enrollment.
- After you have registered for classes, submitted your Certificate of Eligibility via the enrollment certification form, and received an email stating that an enrollment has been submitted on your behalf, we recommend contacting the VA education services at **(888) 442-4551** to verify that your information has been successfully uploaded and you will be receiving payment for the semester.
- ALL Veteran students must submit a copy of their JST (Joint Service Transcript) to our department. You may email the unofficial copy to Veterans@wiregrass.edu.**

KEY TAKEAWAYS

- If you are **NOT** using Tuition Assistance, post 9/11 GI BILL, MYCAA, or Chapter 31, **YOU** will be responsible for paying for your classes, fees, books ETC.
- You should know the status of your benefits as well as what remains at all times. Remember, no one should be more concerned about your money/education than you are!
- All students, including 9/11 GI Bill Beneficiaries, are responsible for verifying their enrollment through the VA Education Services (1-888-442-4551) on the last day of every month during the semester. Payments will be processed within 3 – 5 business days.
- If you drop classes, change classes, or fail to attend the full semester, you will be responsible for paying back the amount the VA covered. It is better to finish a course rather than drop the course and have to pay for it!