



APPLYING FOR VETERANS' EDUCATIONAL BENEFITS INFORMATION GUIDE

Currently, Metro Technology Centers has several full time Career Majors/Programs at that are approved for veterans and/or dependents to receive Veterans' Educational Benefits

The following information provides instructions for Veterans and/or Veteran Dependents to apply for Veterans Educational Benefits for training at Metro Technology Centers.

Students may call 1-888-442-4551 to contact the Department of Veteran Affairs at any time for assistance.

Address to submit documents requested below:

Metro Technology Centers
Financial Aid Office
1900 Springlake Drive
Oklahoma City OK 73111-5238

**Montgomery GI Bill Active Duty, Chapter 30; Post 9/11 GI Bill® Chapter 33; Chapter 35,
Selected Reserve, Chapter 1606.**

Eligible students who have never used VA Benefits

Will need to go to va.gov/education/how-to-apply and complete the application process, (if possible, make a copy of your VA Form 22-1990). You will also need to provide your: DD214 Member IV copy (excluding dependents using Chapter 33 or Chapter 35 Benefits), Military Transcripts (**see below**), for those who have attended other Career Techs, Universities or Colleges, copies of those transcripts must be turned in as well. We will also need a copy of your Certificate of Eligibility (COE) and a completed Evaluation of Previous Training Form (attached).

Eligible students who have previously used VA Benefits

Will need to va.gov/education/how-to-apply and complete VA Form 22-1995 Change of Program Place of Training, (if possible, make a copy of your VA Form 22-1995). You will also need to provide your: DD214 Member IV copy (excluding dependents using Chapter 33 or Chapter 35 Benefit), Military Transcripts (**see below**), for those who have attended other Career Techs, Universities or Colleges, copies of those transcripts must be turned in as well. We will also need a copy of your Certificate of Eligibility (COE) and a completed Evaluation of Previous Training Form (attached).

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 <https://www.benefits.va.gov/gibill>

Note: Students receiving Chapter 30 and Chapter 35 benefits must verify school attendance by calling 877-823-2378 at the end of every month, before payment can be issued.

Veterans Readiness & Employment (Chapter 31)

Veterans who receive Veterans Readiness & Employment benefits will need to turn in a completed Evaluation of Previous Training Form (attached).



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Additional Information:

To request your Military Transcripts Veterans of the Army, Navy, Marines and Coast Guard need to go to the Department of Defense home page to register for an account. Once registered click on the transcript link and view, print or save your unofficial transcripts. You may also click on Official Transcripts and complete the form to have your official transcripts sent to your desired institution at no cost.

Veterans of the Air Force will need to request their Military Transcripts from the Community College of the Air Force. You may order an official transcript through the Air Force University or the CCAG On Line Transcript System.

The student's enrollment will be certified within 30 days of the student's start date or receipt of documents required for certification, whichever comes first. The student's enrollment certification will be completed and submitted in accordance with the certification guidelines as they relate to scheduled breaks, holidays and other applicable non-class days.

Students must be in attendance a minimum of 90% of the time, or greater, throughout the period of enrollment they have been certified for. The first month a student's attendance drops below 90%, a warning letter will be mailed to the student advising the student of unsatisfactory attendance. S/he will be given an additional two months to bring the attendance back up to the required level. If at the end of the consecutive three (3) month period the student's attendance is not at least 90%, or greater, the student's Veterans' Benefits will be terminated with the Veterans' Administration and the student will be notified of the termination and appeal process via U.S. Mail.



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**THIS PAGE MUST BE COMPLETED AND TURNED IN TO THE FINANCIAL AID
OFFICE IN ORDER TO RECEIVE VETERANS EDUCATIONAL BENEFITS**

Printed Name

Social Security Number (Needed to put student in VA Once)

Address

Phone Number

E-Mail

By signing below, I certify that I have received a copy of the Metro Technology Centers "Applying for Veterans' Educational Benefits Information Guide, Satisfactory Academic Policy and the Electronic Notification Policy.

Student Signature

Date