



APPLYING FOR VETERANS' EDUCATIONAL BENEFITS INFORMATION GUIDE

Currently, Metro Technology Centers has a limited number of full time Career Majors/Programs at that are approved for veterans and/or dependents to receive Veterans' Educational Benefits. These programs include the following and the information is subject to change: Aviation Maintenance Technician, Radiologic Technologist, Surgical Technologist, Dental Assistant and Licensed Practical Nurse. Career Majors/Programs not approved include Short Term Courses, Online Courses or Distance Education Courses such as Internet Based Instruction that are not offered in the "Traditional Classroom Instruction" format and Career Majors/Programs that do not meet the criteria of CFR Title 38 §21.4267 as it relates to "Independent Study". Therefore many Metro Tech Programs that were previously approved for veterans and/or dependents to receive educational assistance are no longer approved.

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. Addresses to submit documents requested below are:

Department of Veterans Affairs
Regional Office
P. O. Box 8888
Muskogee OK 74402-8888

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

I. Montgomery GI Bill Active Duty, Chapter 30; Post 9/11 GI Bill, Chapter 33; Selected Reserve, Chapter 1606; Reserve Educational Assistance Program (REAP), Chapter 1607; and Veterans Educational Assistance Program (VEAP).

A. Eligible students who have never used VA Benefits

1. The student must complete VA Form 22-1990-Application for VA Educational Benefits, which can be completed online using the Veterans On Line Application (VONAPP) website at www.gibill.va.gov/apply-for-benefits/application/. This form is also available at www.va.gov/vaforms , and it can be completed and submitted to the Department of Veterans Affairs.
2. When completing VA Form 22-1990, students must determine which chapter of benefits they are eligible to receive. Students who do not know the chapter may call the Department of Veterans Affairs at 1-888-442-4551.
3. When the Department of Veterans Affairs approves the VA Form 22-1990, they will send the student a Certificate of Eligibility. The student must bring a copy of this letter to the Financial Aid Office.
4. The student must submit a copy of his or her military transcript(s) and transcripts from all prior post-secondary institutions, and the VA Form DD-214, Member 4 Copy to the Financial Aid Office. Links for military transcripts can be found at www.ct4vets.com in the **Certification Resources** tab.
5. Every student must complete an Evaluation of Previous Education and Training Form with the site director and/or instructor to determine if s/he has any advanced standing or transfer credit. This document must be signed by the student and the site director or instructor completing the evaluation. Once this form has been completed and signed, the student must submit it to the Financial Aid Office.
6. Once the student has brought the approval letter, copies of all transcripts, a copy of the VA Form DD-214, Member 4 Copy, and the completed and signed Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

B. Eligible students who have previously used VA Benefits

1. The student must complete VA Form 22-1995-Request for Change of Program or Place of Training, which can be completed online using the Veterans On Line Application (VONAPP) website at www.gibill.va.gov/apply-for-benefits/application/. This form is also available at www.va.gov/vaforms , and it can be completed and submitted to the Department of Veterans Affairs. The student should also submit a copy of the completed VA Form 22-1995 to the Financial Aid Office.
2. Students who do not know which chapter they are eligible to receive can call the Department of Veterans Affairs at 1-888-442-4551.



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3. When the Department of Veterans Affairs approves VA Form 22-1995, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office.
4. The student must submit a copy of his or her military transcript(s) and transcripts from all prior post-secondary institutions, and the VA Form DD-214, Member 4 Copy to the Financial Aid Office. Links for military transcripts can be found at www.ct4vets.com in the **Certification Resources** tab.
5. Every student must complete an Evaluation of Previous Education and Training Form with the site director and/or instructor to determine if s/he has any advanced standing or transfer credit. This document must be signed by the student and the site director or instructor completing the evaluation. Once this form has been completed and signed, the student must submit it to the Financial Aid Office.
6. Once the student has brought the approval letter, copies of all transcripts, a copy of the VA Form DD-214, Member 4 Copy, and the completed and signed Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

Note: Students receiving benefits from the programs listed above must verify school attendance to the Veterans Administration at the end of every month, before payment can be issued. You can access http://www.gibill.va.gov/resources/verify_attendance/ or call 1-877-823-2378 to verify your attendance.

II. **Montgomery GI Bill-Survivors and Dependents (DEAP)-Chapter 35**

A. Eligible students who are dependents of veterans and have never used VA Benefits:

1. The student must complete VA Form 22-5490-Dependents' Application for VA Educational Benefits, which can be completed online using the Veterans On Line Application (VONAPP) website at www.gibill.va.gov/apply-for-benefits/application/. This form is also available at www.va.gov/vaforms, and it can be completed and submitted to the Department of Veterans Affairs.
2. When the Department of Veterans Affairs approves VA Form 22-5490, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office.
3. The student must submit a copy of complete transcripts from all prior post-secondary institutions to the Financial Aid Office.
4. Every student must complete an Evaluation of Previous Education and Training Form with the site director and/or instructor to determine if s/he has any advanced standing or transfer credit. This document must be signed by the student and the site director or instructor completing the evaluation. Once this form has been completed and signed, the student must submit it to the Financial Aid Office.
5. Once the student has brought the approval letter, copies of all transcripts, and the completed and signed Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

B. Eligible students who are dependents of veterans and have previously used VA Benefits:

1. The student must complete VA Form 22-5495-Dependents' Request for Change of Program or Place of Training, which can be completed online using the Veterans On Line Application (VONAPP) website at www.gibill.va.gov/apply-for-benefits/application/. This form is also available at www.va.gov/vaforms, and it can be completed and submitted to the Department of Veterans Affairs. The student should also submit a copy of the completed VA Form 22-5495 to the Financial Aid Office.
2. When the Department of Veterans Affairs approves Form 22-5495, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office. This letter is needed to certify the student's enrollment.
3. The student must submit a copy of complete transcripts from all prior post-secondary institutions to the Financial Aid Office.
4. Every student must complete an Evaluation of Previous Education and Training Form with the site director and/or instructor to determine if s/he has any advanced standing or transfer credit. This document must be signed by the student and the site director or instructor completing the evaluation. Once this form has been completed and signed, the student must submit it to the Financial Aid Office.
5. Once the student has brought the approval letter, copies of all transcripts, and the completed and signed Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.



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Note: Students receiving benefits DEAP must verify school attendance to the Veterans Administration at the end of every month, before payment can be issued. You will receive VA Form 22-8979, Student Verification of Enrollment each month. You must complete this form and return it to the Department of Veterans Affairs to the address listed on the form.

III. Vocational Rehabilitation (Chapter 31)

A. Veterans receiving Veterans Affairs Vocational Rehabilitation must contact VAVR at 405-951-3400 and complete VA Form 28-1905. The Financial Aid Office must have this form to complete your enrollment certification.

- ❖ Honorable discharge from the armed forces.
- ❖ Served a minimum of 18 consecutive months between the dates of 8/10/1964 and 12/31/1976; or discharged with a service connected disability.
- ❖ Been a resident of the State of Oklahoma at the time of entry into the service.
- ❖ Accept benefits within fifteen (15) years following discharge.
- ❖ Satisfy the eligibility requirements of the institution.

Additional Information:

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 related to scheduled breaks, holidays and other applicable non-class days.

Students must be in attendance a minimum of 86% of the time, or greater, throughout the period of enrollment they have been certified for. The first month a student's attendance drops below 86%, 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 86%, 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.

Site directors may exclude student absences from accumulation toward drop status only if appropriate documentation exists to support extenuating circumstances. The Veterans' Administration; however, does not accept "excused absences", therefore, these absences will be reported to the Veterans' Administration, if required. If these absences are reported to the Veterans' Administration as non-class days, they will not be held against the student when calculating the students' attendance percentage. If these absences are not reported to the Veterans' Administration as non-class days, they will be held against the student when calculating the attendance percentage. These hours cannot be made up during the evening hours, lunch hour and /or after school. Makeup time cannot be used to reduce your absences when calculating your attendance for continued certification for receipt of Veterans' Educational Benefits.

Progress reports by career major/program payment periods shall be maintained for all students. Students must maintain a satisfactory grade to continue in the career major/program beyond the first payment period. If a student receives one progress report that is unsatisfactory with a cumulative grade of a "D" or "F", the student will be placed on academic probation for the remainder of the applicable payment period of the career major/program and/or academic year, whichever is less. If the student's academic progress does not improve by the end of the applicable period, 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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I certify that I have received a copy of this Metro Technology Centers "Applying for Veterans' Educational Benefits Information Guide.

Printed Name

Address

Phone Number

E-Mail

Date Received

This signature page is to be retained in student's VA file.