

## Central College Veteran's Benefits Steps to Complete

To access this handout (and its links) electronically, please visit:

<http://departments.central.edu/registrar/other/veteran-benefits/>

**Step 1:** Go to <https://www.ebenefits.va.gov/ebenefits/homepage> and complete the Veteran's On-Line Application for Education Benefits. After you submit the Application, you will receive an automated email message that your form has been completed. Please forward this email to the Central College School Certifying Official, Julie Fopma, at [fopmaj@central.edu](mailto:fopmaj@central.edu). This email will serve as notification that you will be receiving benefits and have completed the required application.

**Step 2:** If you are already enrolled in classes, skip to step 3. If you are not enrolled in classes contact your Central advisor and register for classes. If you don't know who your advisor is, contact the registrar's office at [registrar@central.edu](mailto:registrar@central.edu).

**Step 3:** Once your Application has been processed the VA will send you a Certificate of Eligibility. The Central College Registrar's Office needs a copy of this form in order to know which benefits you qualify for. You can email to [fopmaj@central.edu](mailto:fopmaj@central.edu), drop off a copy in the Registrar's Office on the 2<sup>nd</sup> floor of Central Hall, or mail it to the address below. In order to get your benefits processed more quickly, the School Certifying Official will electronically certify you without waiting this form.

Registrar's Office  
PO Box 6400  
812 University  
Pella, IA 50219

**Step 4:** Wait for the V.A. to process your certification and send payment.

**Step 5:** If you make any changes to your enrollment such as adding or dropping classes after the semester begins, you need to contact Julie Fopma so the change can be reported to the VA. Changes in your enrollment status may affect the amount of money you are receiving.

Some factors that may affect the amount of money you receive or cause you to have to return money to the VA:

- Enrolling in short classes that don't last the entire term
- Adding or dropping classes
- Withdrawing from a class
- Failing a course you are repeating
- Receiving a grade of "NC" in a pass/no credit course
- Receiving an F in a course that you stopped attending before the class ended

Things to remember:

- Your certification cannot be submitted until you are enrolled in classes.
- Contact Julie Fopma, the School Certifying Official, if you add, drop, or withdrawal from classes during the semester.

- You will automatically be certified each semester unless you contact Julie Fopma to say that you don't want to use your benefits.
- You can only be certified for courses that you need in order to graduate. This means you have a limited number of electives that can be certified. Once your core requirements + major requirements + electives equal 120 credits, you cannot be certified for any additional electives.
- **Students using Post 9/11 GI benefits**, if withdrawing from a class causes you to fall below 12 credits, you will have to pay back the tuition money for each credit under 12. For instance, if you drop a class in the spring and only have 9 credits, you will have to pay back 4015.50 plus the textbook money you received for those 3 credits. Your BAH stipend for the rest of the semester will also be pro-rated at the part-time rate.

**Contact Information:**

Central College School Certifying Official:

Julie Fopma  
641-628-5267  
[fopmaj@central.edu](mailto:fopmaj@central.edu)

**If you have questions about the status of your claim, general benefit information, or need assistance completing your form(s), please contact the VA.**

For Education Benefits (VA Form 22-1990, 22-1995, 22-5490, or 22-5495) call 1-888-GIBILL1 (442-4551) to speak with an Education Case Manager. You may also contact the VA via their secure e-mail service by using the "Questions and Answers" section at [www.GIBILL.va.gov](http://www.GIBILL.va.gov).

**If you have questions while filling out the Education Benefits, contact the VA at: 1-800-827-1000**

Students receiving financial aid should be aware that the Iowa Tuition Grant, as well all Central Scholarships are tuition specific, and should therefore be included in figures in the Financial Aid section of the calculator. Other tuition specific aid could vary on a student to student basis.