

## Transferring Benefits

### To be completed by the Service Member:

1. The Service member will use their CAC card or DFAS pin, log on to the DoD Transferability of Education Benefits (TEB) Web page located at <https://www.dmdc.osd.mil/identitymanagement/authenticate.do;jsessionid=QpRpSf2Lm1QsdrQXv1CWvzWILZjntjbyLv5NMTZThS5QXVgM7QX3!-1684150300?execution=e1s1>
2. The family members eligible for benefits under DEERS will be shown. (If a dependent's name is grayed out or the edit button does not work, it means that the member is not eligible for DEERS benefits and thus is not eligible to receive transferred benefits.)
3. The Service member will click the edit button for each family member you want to transfer benefits to. Choose the start date and end date, and number of months of benefit. (Spouses can use for 15 years after the member separates/retires; children can use until their 26<sup>th</sup> birthday)
4. Once the Service member added their family members, they should check all the boxes to indicate they have read and understand each statement on the transfer request page.
5. After they have submitted their request to transfer benefits, in the upper left corner of the TEB site, they will see the name, status submitted, and the date of status will be blank.
6. To track the status of their request, they will have to return to the TEB page and monitor the status.
7. After the request is approved, the status of their request will change to 'approved' and the date of status (approval) will be the date they **submitted** their request. The TEB site will automatically transfer the data to the VA, so that they can process a family member's request for a certificate of eligibility.

### To be completed by the Student after the Service Member has completed steps 1-7:

8. **Once the request is approved**, the family member has to submit a request for a certificate of eligibility to the VA. The student should complete VA Form 22-1990e on the Vets.gov website: <https://www.vets.gov/education/apply-for-education-benefits/application/1990/introduction>. After you submit that form, 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.
9. If you are already enrolled in classes, skip to step 10. 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).
10. Once your Education Benefits Application has been processed, the VA will send you a Certificate of Eligibility. The Central College Office needs a copy of this form in order to certify you for under the correct chapter of benefits. You can email the form 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 Registrar's Office, Campus Box 6400, Central College, Pella, IA, 50219. In order to get your benefits processed more quickly, the School Certifying Official will electronically certify you without waiting this form if this is your first semester at Central and if you can provide the file number (usually the service member's social security number). However, you will not be certified for a second semester until this form is received by the Registrar's Office.

### **Additional Information:**

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 the total tuition amount for 3 credits, 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 <http://www.benefits.va.gov/gibill/>.

**If you have questions while filling out the application or about your benefits, contact the VA hotline at: 1-888-442-4551.**

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.