



THE VETERANS CHECKLIST

If you are a Veteran and would like to use your VA Benefits for your enrollment at BATC there are certain things you need to do. By following these instructions you will experience a smooth transition into school and in accessing your education benefits.

☐ **Select your program & complete admissions:** A list of VA Eligible Programs, if not attached here, is available at the BATC Financial Aid Office and online at www.batc.edu. Once you have selected your program you will want to make sure that you complete the admissions requirements for your program and **get a start date**. Most programs operate on an open-entry open-exit basis with start dates the first Monday of each month. Admissions may be met by taking and passing an assessment, or submitting acceptable ACT or SAT results. Students must have a high school diploma or GED. Individual program requirements are available on-line at www.batc.edu If you have any questions about choosing a program, meeting admissions, or getting a start date, call Pam Tew, Student Relations at (435)750-3268.

☐ **Obtain a copy of your Certificate of Eligibility:** Your Certificate of Eligibility verifies your eligibility for VA education benefits and is obtained directly from the Department of Veterans Affairs. It is sent to you as a result of you submitting an Application for VA education benefits. If you have used your education benefits at another school or in another BATC program, you must submit a Change of Program or Place of Training form to receive your Certificate of Eligibility. A copy of your *What our Records Show* form may also be an acceptable document verifying your eligibility for VA benefits. Contact the **Department of Veterans Affairs** using the web-site or phone number listed at the bottom reverse of this page for more information and to find answers to any questions you may have about your eligibility, how to apply for benefits or how obtain your Certificate of Eligibility.

☐ **Obtain documents for Prior Training evaluation:** The Department of Veterans Affairs will not pay benefits for training that has been previously successfully completed. BATC is required to evaluate all military and academic training completed prior to enrollment at BATC and determine any credit to be assigned. This evaluation of prior training is not optional and must be completed before your enrollment will be certified. Veterans and other persons eligible for VA education benefits must **obtain copies** of all of the following documents:

- **DD214** If you are an eligible person other than the veteran (such as a child or spouse of a Veteran) you will not need to provide the DD214. If you are the Veteran you must obtain a copy of your DD214.

- **Military Transcripts** If you are an eligible person other than the veteran (such as a child or spouse of a Veteran) you will not need to provide Military Transcripts. If you are the

Veteran you must obtain a copy of your Military Transcripts even if you believe there is no information on the transcript worthy of evaluation. Access your Military Transcripts online:

ARMY, NAVY, MARINE CORP, & COAST GUARD use a Joint Services Transcript. Log on to the JST website <https://jst.doded.mil> and click on the Transcripts link.

OR go online to www.acenet.edu/militaryprograms/jst and click on the "Joint Services Transcript Portal" link to request your transcript.

AIR FORCE: obtain your transcript at <http://www.au.af.mil/au/ccaf/> Under the CCAF LINKS: Transcripts, choose "Transcripts" for transcript request options.

• **Academic Transcripts**

Whether you are the veteran or an otherwise eligible person you must obtain academic transcripts from every college, university, or trade school you have attended since you graduated from high school. Transcripts obtained on-line are acceptable as they do not need to be "official" transcripts. **Transcripts must be obtained from each school** you have attended *even those schools whose credit has been accepted by and is included on transcripts from another school, and regardless of the length of time spent enrolled at the school.*

☐ **Meet with BATC's Certifying Official:** You have completed all of the above : you have met admissions, you have a confirmed start date in your selected program, and you have obtained all of the documents listed

No more than two weeks prior to your start date, bring with you copies of all of the documents listed above to the Financial Aid Office at BATC. You must personally meet with Jean Dunn, BATC's VA Certifying Official. *Please note: DO NOT mail-in or email any of these documents to the BATC financial aid office. Any mailed documents may be returned to you for your own personal recordkeeping. Emailed documents will not be maintained.*

You will spend about 10 minutes filling out paperwork and reviewing the policies and procedures you will need to complete & adhere to in order to have your enrollment certified and to maintain your VA funding. The Certifying Official will certify your enrollment with the VA. A beginning date of enrollment will be certified as the date you begin *or began* your training program at BATC. Your benefits will expire once you are/have been enrolled the hours the VA has approved for your program. This certified ending date is calculated (projected) using your contracted hours of enrollment per week and is reported to the VA. Your benefits will expire on the certified ending date even if you have not completed your program. If you complete your program prior to the certified ending date your benefits will expire the date you complete your program. You may expect your VA payments approximately two to six weeks following your visit with BATC's Certifying Official.

Department of Veterans Affairs

1-888-GI-BILL1 or 1(888)442-4551

www.gibill.va.gov