Checklist for Veterans Seeking VA Educational Benefits at HFC

1 **Apply for admission to HFC**
___ Complete Steps to Enroll [hfcc.edu/steps/apply](http://hfcc.edu/steps/apply)

2 **Apply for VA Educational Benefits:**
   - **MONTGOMERY GI BILL** or **VR&E (Vocational Rehabilitation):**
     **FIRST TIME** applying for Educational Benefits:
     ___ Complete application at: [https://www.vets.gov/education/apply/](https://www.vets.gov/education/apply/)
     -OR-
     **PREVIOUSLY USED** VA Educational Benefits at another Institution:
     ___ Complete VA Form: Change of Program or Place or Training: [https://www.va.gov/vaforms/](https://www.va.gov/vaforms/)
     (VA Form 22-1995 for veterans / current service members or VA Form 22-5495 for dependents)
     -OR-
     ___ For VR&E (Vocational Rehab): Submit Authorization signed by Vocational Rehab Counselor
     ___ Submit Official transcripts from all previously attended Institutions where VA Benefits were used. Transcripts must be OFFICIAL. Can be faxed to (313) 845-6464 or mailed to HFC Welcome Ctr.

**PLEASE NOTE:** If using Chapter 30, 35, 1606 or 1607, you are responsible for paying your tuition/fees by HFC payment due date. For payment information: [hfcc.edu/tuition-and-payment/student-accounts](http://hfcc.edu/tuition-and-payment/student-accounts)

Chapter 30, 1606 & 1607 students must verify enrollment at the end of each month through the W.A.V.E. system [https://www.gibill.va.gov/wave/](https://www.gibill.va.gov/wave/).

3 **ALL STUDENTS** must submit the following documents to complete certification process:
___ Certificate of Eligibility or VA Authorization verifying Eligibility status
___ DD214 (Member 4) showing Discharge status or NOBE (Notice of Basic Eligibility)
___ JST (Joint Services Military Transcripts) [https://jst.doded.mil/official.html](https://jst.doded.mil/official.html)
___ Certification Request Form (each semester) Available at [hfcc.edu/veterans](http://hfcc.edu/veterans)

**FEDERAL TUITION ASSISTANCE:**
___ FTA recipients should first contact their respective Education Service Officer (ESO) to seek approval prior to registering for classes.

Specific Military Branch guidelines and online application is available at: [https://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html](https://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html)

**STATE TUITION ASSISTANCE:**
___ Michigan State Tuition Assistance (MINGSTAP) guidelines and application information is available under "Education Assistance" at: [https://www.michigan.gov/dmva/](https://www.michigan.gov/dmva/)

Authorizations for both Federal and State TA must be submitted to HFC prior to payment due date to verify sponsorship and protect student’s from de-registration.

To Ensure Best Customer Service:
All documents will be reviewed in order to comply with VA Regulations. Timely submission and accuracy of information provided by you will impact the timeframe for processing your VA Certification and determination by the U.S. Department of Veterans Affairs for funding of coursework.

Check your HFC Hawkmail regularly!
HFC is dedicated to supporting your academic success! Visit [hfcc.edu/campus-life-counseling](http://hfcc.edu/campus-life-counseling)

**Information:** [hfcc.edu/veterans](http://hfcc.edu/veterans)
**Email:** veterans@hfcc.edu **Phone:** (313) 845-9688