

Checklist for Veterans Seeking VA Educational Benefits at HFC

1 Apply for admission to HFC

___ Complete Steps to Enroll 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/>

-OR-

PREVIOUSLY USED VA Educational Benefits
at another Institution:

___ Complete VA Form: Change of Program or
Place or Training:
<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](https://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.gbill.va.gov/wave/>.

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/>

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.

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>
- ___ Certification Request Form (**each semester**)
Available at hfcc.edu/veterans

To Ensure Best Customer Service:

All documents will 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

Information: hfcc.edu/veterans

Email: veterans@hfcc.edu Phone: (313) 845-9688