

# WHAT'S NEW!!!!

## BRCC VA CERTIFICATION PROCEDURE

### New students:

The quickest and most efficient way to apply for the educational benefit is to complete the **GI Bill application online**. Develop a degree plan with an academic advisor in your department of study or in the **Academic Advising Center**.

- Complete and Submit to BRCC's VA Office
  - **Intent to Use Veteran's Benefits Form**
  - **Detail Class Schedule**
  - **Academic Degree Check list**
  - **Certificate of Eligibility (COE)**
  - **DD-214- Out of state students only**

To prevent disruption in enrollment pending Post 9/11 GI Bill tuition payment, veteran classes will be placed on hold until payments are received from VA. Balances from tuition and fees will be taken from any pending financial aid if VA funds have not yet been received by the tuition and fee deadline.

### Continuing Students:

- Complete and Submit to BRCC's VA Office
  - **Intent to Use Veteran's Benefits Form**
  - **Detail Class Schedule- Make sure schedule is final**
  - **Academic Degree Check list**

A VA advisor hold will be placed on your account once you have submitted the above information. You must see the VA School Certifying Official (SCO) before it can be removed in order to inform students of the impact of schedule changes. Adjustments after submission may delay disbursement of tuition, fees, and BAH.

### TIPS

- Prepare your finances. Processing at the VA may take up to 6-8 weeks
- Submit paperwork TWO Weeks before the start of classes
- Notify the SCO of any changes to your academic program or schedule