

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.va.gov>

-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

Chapter 30, 1606 & 1607 students must verify enrollment at the end of each month through the W.A.V.E. system <https://ask.va.gov/>.

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>

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 students from de-registration.

3 ALL STUDENTS must submit the following documents to complete certification process:

___ Certificate of Eligibility or VA Authorization verifying Eligibility status

___ 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