



CARROLL COLLEGE VETERAN SERVICES

VA Enrollment Form

Instructions – Complete this form if you are a:

- **New Student** – Never previously used veteran’s educational benefits.
- **Transfer Student** – Received benefits previously at an institution other than Carroll College.
- **Student Changing Chapters** – Received benefits while attending Carroll College but now using a different chapter.
- **Guest Student** – Working towards a degree and receiving benefits at another institution.

This form must be completed and submitted to Veteran Services along with a copy of your Certificate of Eligibility and any other required documentation as indicated below, unless previously submitted, to allow Carroll College to certify your benefits.

STEP 1 – STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Date of Birth (dd/mm/yyyy) _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

When will you begin attending Carroll College? Fall Spring Summer Year _____

Which type of student will you be?

New Student

Transfer Student - Submit a change of Program Form (VA Form 22-1995 for Veterans, or VA Form 22-5495 Survivors/Dependents) to the VA online using the VONAPP.

Student Changing Chapters

Guest Student – Submit a letter to Carroll College Veteran Services from the parent school indicating that credits taken at Carroll College will be applied towards completion of a degree.

STEP 2 – BENEFIT INFORMATION

Have you applied for your veterans education benefits?

Yes – Submit your Certificate of Eligibility upon receipt to Carroll College Veteran Services (you will receive your certificate by mail from the VA approximately 3-4 weeks after completing the application).

No – Submit your application online at the **VONAPP** website (vabenefits.vba.va.gov/vonapp). All veteran students must apply online for their initial benefits or to change their program/place of training.

Which benefit will you be receiving?

Chapter 1606 – Reserve/National Guard

Chapter 1607 – REAP Activated Reserve/Guard

Chapter 30 – Active Duty/Montgomery GI Bill (MGIB)

Chapter 31 – Vocational Rehab – By selecting this chapter and submitting this form, you give permission for Carroll College to release your class schedule, grades and GPA to your Vocational Rehabilitation counselor.

Chapter 33 – Post 9/11 GI-Bill

Chapter 35 – Survivors/Dependent Benefit – SSN of veteran: _____

Tuition Assistance/Go Army Ed

Are you or your spouse on Active Duty? Yes No (If yes, please note that pursuant to VA regulations, you will not be eligible to participate in the Yellow Ribbon Program or receive the BAH stipend.)

STEP 3 – IMPORTANT VETERANS EDUCATION BENEFIT INFORMATION - Please read carefully.

- **Carroll College does not certify enrollment to the VA until after the ADD/DROP period.**
- **The payment of veteran’s education benefits requires a student to be enrolled in and attending class.** Classes that do not run from term start to term end may affect VA payment depending on your class schedule
- **Chapter 33 recipients** who withdraw or fail to attend classes are responsible for repaying housing, book stipend, tuition and fees to the VA and/or Carroll College. Students must provide their updated award three letter at the end of each semester to Carroll College’s Veterans Service Coordinator.
- **Chapter 31 – Vocational Rehab recipients:** By submitting this form, students give permission for Carroll College to release their class schedule, grades and GPA to their Vocational Rehabilitation Counselor.
- **If a student receiving VA benefits drops or adds a class, or changes enrollment in any way,** it is the student’s responsibility to notify Carroll College Veterans Services immediately. Changes in enrollment could result in an overpayment, which may require repayment of funds received to the VA or Carroll College.
- **Chapter 30, 1606 and 1607 recipients** must verify enrollment every month with the VA online from the GI Bill website at gibill.va.gov or by phone at (877) 823-2378.

STEP 4 – SIGNATURE & AGREEMENT

By signing, I certify that I have read and understand the information provided to me on this form. I also give permission for the school certifying official to review my educational records and release information regarding VA education benefits as requested by state, federal or other agencies.

Student Signature _____ **Date** _____

STEP 5 – SUBMISSION INSTRUCTIONS

Please sign and submit your completed form and supporting documentation to in person to Brandy Keely, Veteran Service Coordinator, Borromeo Hall – Room 109 or by email at bkeely@carroll.edu or fax at (406) 447-5503.

Questions? For additional assistance with this form, please contact Brandy Keely, Veteran Service Coordinator at (406) 447-4550 or by email at bkeely@carroll.edu.