

## ESCC NEW VETERAN CHECKLIST

### VETERAN INFORMATION

NAME: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

SS#: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### APPLY TO ESCC

- Fill out the ESCC application for admissions online <http://es.vccs.edu/admissions-aid/>
- Request military and previous college transcripts to be evaluated.
  - Air Force Transcripts can be requested through the Community College of the Air force website.
  - All other branches of service – complete the Joint Services Transcript Request online <https://jst.doded.mil/>
  - Request official college/university transcripts to be sent to:  
**Eastern Shore Community College**  
**Attn: Admissions**  
**29316 Lankford**  
**Highway Melfa, VA**

### PLACEMENT TESTING

- Register and complete the ESCC placement test for Math and English.  
(Only if you do not have college transfer credit in Math/English.)
  - Register for test at Student Services in person or by phone at **757-789-1720**
  - Obtain study materials from Student Services in person or by email at [studentservices@es.vccs.edu](mailto:studentservices@es.vccs.edu)

### APPLY FOR VA EDUCATION BENEFITS

- Complete online application on GI Bill® website <https://www.ebenefits.va.gov/ebenefits/homepage>
  - Print a copy after submission or turn in your Certificate of Eligibility (COE) if you have already been approved. If you have questions regarding your benefits, call the GI Bill® student hotline: **1-888-442-4551**
  - If you have used benefits elsewhere previously:  
\*\*Fill out Form 22-1995 to change your place of study with the VA (Form can be found on website).  
<http://www.benefits.va.gov/gibill/> or [http://www.va.gov/vaforms/form\\_detail.asp?formno=22-1995](http://www.va.gov/vaforms/form_detail.asp?formno=22-1995)
- Bring a copy of your DD214 and either the screen print from submitting the GI Bill® application, Certificate of Eligibility, (and Form 22-1995, if applicable) to the ESCC Veterans Certifying Official.  
\*\*Note a new Certificate of Eligibility can take up to 60 days. The COE **must** be submitted to ESCC when received.

### APPLY FOR FINANCIAL AID

- Complete the Free Application for Federal Student Aid (FAFSA). ESCC's school code is **003748**.

### REGISTER FOR CLASSES

- Choose a degree or certificate program.
  - Consult with an advisor for information on class scheduling. Contact Student Services to schedule. 757-789-1720
  - Bring your *unofficial* high school and/or college transcript to meet with your advisor.
- Register first semester classes with your assigned degree/certificate advisor. \*If unknown, check with the ESCC Veterans Certifying Official.
- Meet with the ESCC Veterans Certifying Official to confirm registration and submit/certify to VA.
  - Veterans Certifying Official: Cheryl Mills [cmills@es.vccs.edu](mailto:cmills@es.vccs.edu) 757-789-1720.

### REGISTER FOR CLASSES

- Pay tuition not later than the scheduled due date. (If unsure, call Student Services 757-789-1720)
  - Review your Veterans Education Benefits and Federal Financial Aid award to determine if all tuition and fees will be covered. If not, arrange other payment options such as the TMS payment plan.
  - Check with Admissions to see if you qualify for in-state tuition 757-789-1720.

**VETERAN STUDENT CONTRACT WITH EASTERN SHORE COMMUNITY COLLEGE**

**The following information is very important to your certification and receipt of payment under your Department of Veterans Affairs educational benefits. Please Read Carefully!**

1. Eastern Shore CC does not have a Veterans Affairs office. The Department of Veterans Affairs, or VA, is the federal department responsible for veterans' matters including the dispersal of educational funds. The School Certifying Official at ESCC is a liaison between the VA and each student enrolled in the college using VA educational benefits. The main responsibilities of the School Certifying Official are to certify to the VA that any student using educational benefits is enrolled in an eligible program and to report how many credit hours he/she is taking.
2. ESCC admission requirements (i.e., application, transcripts, placement tests, etc.) must be completed and students must be registered for class prior to certification by the School Certifying Official.
3. Students using VA benefits at ESCC must inform the School Certifying Official of any changes to their schedules. This includes adding or dropping a course, withdrawing from a course, or changing one's major. **Failure to follow proper procedure could result in payment problems such as a student debt to the VA or to ESCC.**
4. For an official list of courses covered under VA educational benefits, students should refer to the course curriculum for all major and program requirements in the ESCC Academic Catalog. The Academic Catalog can be found online under Program and Courses at <http://es.vccs.edu/academics/>.
5. Students receiving VA benefits are subject to all rules and regulations stated in the Academic Catalog pertaining to their program of study.
6. The School Certifying Official certifies students using the first day of classes through the last day of exams.
7. Once the School Certifying Official certifies a student's enrollment information, the process then depends on the VA. The length of time it takes students to receive funds is totally dependent on VA processing time. If a student has any questions concerning payment of benefits, the student may verify that he/she has been certified for benefits by contacting the School Certifying Official and then **contacting the VA at 1-888-442-4551**. In most cases, while the School Certifying Official may be able to advise the student receiving educational benefits; however, money disputes will need to be resolved between the student and the VA.
8. It is the responsibility of any student using VA educational benefits to notify the School Certifying Official **and** the Office of the Registrar in the case of a change of home address. **The VA must also be notified of this information at 1-888-442-4551**. If students have access to WAVE, this program may be used to notify the VA of certain changes, as well.
9. All VA educational program funds are reported to the ESCC Student Financial Aid and may affect the amount of other financial aid that student receives. The VA may not pay educational benefits until all other applicable aid is credited to the student's account.
10. Students receiving VA educational benefits are still responsible for all cost associated with attending ESCC. These costs include, but are not limited to, tuition, fees, books, and program related fees. Also, if the benefit amount to be received from the VA does not satisfy the account balance, the student is responsible for the difference. **Since it can take approximately 30-60 days to start receiving payments, the student must be prepared to pay any and all out-of-pocket expenses by the posted payment deadline each term.** The payment deadlines can be found on the ESCC Academic Calendar (<http://es.vccs.edu/academics/>). All payment arrangements must be made through the ESCC Business Office.

***I have read the information stated above and accept responsibility for the following the regulations. I acknowledge that I am liable for failure to follow the procedures and for providing false information.***

VA Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_ Student ID# \_\_\_\_\_