

Military Benefits for Spouses and Dependents

Step 1. Complete Federal Veterans Applications

— First Time Applicants (Never applied for GI Bill Benefits) www.gibill.va.gov

- Complete VA Form 22-5490 online—Application for survivors' and dependents' educational assistance
- Scroll mouse over *Apply for Benefits* tab and click *Apply Online (VONAPP)* then click *Launch VONAPP and Apply for Benefits* and lastly click *I am a New VONAPP User*.
- Once completed print two copies of submitted application and bring one copy to the Coordinator of Veteran Affairs at Prairie State College (PSC).

— Continuing Applicants (Previously used GI Bill at PSC or another school)

www.va.gov/vaforms

- Complete VA Form 22-5495 online and print—Change of place/training form for spouses and dependents

— Transfer of Entitlement (Post 9/11 transferred to spouse and/or dependents)

- First you must go to the DoD transferability application website to determine if your dependents are eligible to receive the transferred benefits. This website is only available to military members. www.dmdc.osd.mil/TEB
- Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA form 22-1990e should only be completed and submitted to VA by the family member **after** DoD has approved the request for TEB. **Do not use VA Form 22-1990e to apply for TEB.**
- Complete online VA Form 22-1990e at www.gibill.va.gov. Print two copies of submitted application and bring one copy to the Coordinator of Veteran Affairs at Prairie State College (PSC)

Step 2. Complete State of Illinois Veterans Application (If Applicable)

- Visit <http://www.state.il.us/agency/dva/benefits.htm> and click the following tabs in this order: Scroll over **Benefits** and click **Education**, then scroll down and click **MIA/POW**.
- **Scholarship application form**
- **Complete application and mail to proper agency.**

Step 3. Complete Enrollment and Financial Aid Checklist

- See inside instructions.

Step 4. See Coordinator of Veterans Affairs

— Once you have completed the Veterans Enrollment and Financial Aid Checklists, please bring the following documents for review:

- Federal and State VA Forms (Certificates of Eligibility, if available)
- Two copies of Final Registration Statement
- Attached Military Benefit Request Form

Agency Contact Information

Illinois Department of Veteran Affairs - (217) 782-6641

(MIA/POW Scholarship for Spouses and Dependents Only)

Department of Veteran Affairs - (888) 442-4551 - www.gibill.va.gov

(Montgomery GI Bill Chapters 33,30,35,1606, 1607, and Fry Scholarship)

Coordinator of Veteran Affairs, Prairie State College - (708) 709-3567 - gsanon@prairiestate.edu

(School Certifying Official)

Enrollment Checklist - What's the next step?

○ **Step 1. Apply (New Students Only)**

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

○ **Step 2. COMPASS Testing, ACT Scores, or College Transcripts (New Students Only)**

COMPASS Assessment Testing from PSC or ACT scores that are within the past five years can be used to determine your placement in English, math, and reading. COMPASS scores from another institution can be used if they are within the last year.

If you have attended another college or university, official college transcripts should be received and an evaluation requested by the end of the first term of enrollment. Unofficial college transcripts can be used for advising purposes to determine a preliminary placement and determine the need for COMPASS testing.

○ **Step 3. Advisor**

Meet with an advisor to select courses and complete the registration form. No appointment necessary.

○ **Step 4. Register**

Register in person for courses in Enrollment Services.

Steps for Applying for Financial Aid

Please note: The financial aid process can take up to 30 days. A short video is available on how to complete the FAFSA at <http://www.finaid.org/fafsa/video.phtml>.

○ **Step 1. Complete the Free Application for Federal Student Aid (FAFSA). The school code for PSC is 001640.**

There are three options to file a FAFSA:

- Apply online at fafsa.gov. Note: You must use the previous year's federal income tax return to complete the FAFSA. Applications are available online beginning January 1st of every year. We strongly recommend that students link into the IRS Web site to download their federal income tax information. Beginning in the 2012/13 academic year, students who do not download the information from the IRS will have to obtain a tax transcript from the IRS and submit it to the Financial Aid Office for verification.
- Download a FAFSA from http://federalstudentaid.ed.gov/fafsa/fafsa_options.html. You will need to complete the form and mail it in for processing.
- Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243 or 319-337-5665). The hearing impaired should contact the TTY line at 1-800-730-8913. Please note: using the non-electronic version of the FAFSA adds additional time to the financial aid process.

○ **Step 2. Notification from Department of Education**

If you listed PSC's school code in your FAFSA, the college's Financial Aid Office will receive your report approximately 14 days. This report is used to confirm receipt of your FAFSA with the Department of Education. If you completed a paper FAFSA, the notification takes several weeks longer.

○ **Step 3. Notification from PSC**

Once PSC receives your FAFSA from the Department of Education, a letter will be mailed to you indicating the documents needed to complete your financial aid file. All students are required to complete the PSC Financial Aid application. It is available at <http://prairiestate.edu/finaid/finaidapp11-12.pdf>

○ **Step 4. Determination Letter**

Once all required documents are completed and submitted to the Financial Aid Office, an award or ineligible letter will be issued in two to three weeks. Students eligible for an award are notified via e-mail. The award letter can be viewed in student's WebAdvisor account. First time PSC students also will have an award letter mailed to their home.

2017 - 2018
Military Benefit Request Form
PSC School Code: 001640

Read and complete both sides of this form. **Do not leave any blanks.**

Name: _____ Student School ID#: _____
 Telephone: (____) _____ e-mail: _____
 Your Major: _____ Expected Graduation: _____

Federal Montgomery GI Bill:
 Chapter 33 (Post 9/11) - TOE
 Chapter 35
 (Spouse and Dependents)
 Fry Scholarship

State Grants:
 Missing in Action
 (MIA Spouses and Dependents)

Other Veteran Tuition Assistance:
 MyCAA

Have you changed majors?
 Yes No

Are you repeating a course(s)?
 Yes No

Please initial below, I certify:

- ____ 1. I understand the term financial aid includes state and federal funds including but not limited to: Monetary Award Program (MAP), Pell, Supplemental Educational Opportunity Grant (SEOG), IIA, student loans, military benefits, and scholarships.
- ____ 2. If my financial aid does not completely cover my tuition bill or I am ineligible for financial aid, I am responsible for making payment immediately to the Business Office.
- ____ 3. **I realize that until all requested information has been submitted, reviewed, and verified, financial aid will not be credited to my student account, and I will not be allowed a book voucher if eligible.**
- ____ 4. I have reviewed the Standards of Progress, and I understand I must meet all of the guidelines to continue receiving Veteran educational benefits. This includes maintaining a 2.0 cumulative grade point average (GPA) of the total attempted course hours.
- ____ 5. I understand that each semester I must submit a Military Benefit Request form with a copy of my final class schedule. I must immediately submit a copy of my class schedule to the Coordinator of Veteran Affairs when any changes are made.
- ____ 6. I understand that PSC will begin processing new enrollment certifications 45 days-prior to the start of each term and may take up to three weeks to be processed. Only one class schedule can be submitted for certification. Any additional adjustments increasing enrollment will not be processed until after the first refund period. Any adjustments decreasing enrollment may reduce my monthly educational benefits. Failure to submit a final schedule or report schedule changes can impact my certification and receipt of educational benefits.
- ____ 7. Department of Veteran Affairs (DVA) will not pay for courses I do **not** attend, courses I withdraw from, and courses I complete but receive a grade that will not count towards graduation. Courses not successfully completed (including grades of "F") may result in returned tuition and fees to DVA and/or reduction of monthly benefits.
- ____ 8. **A punitive grade is a grade assigned for pursuit of a course which is used in determining the students overall progress toward completion of the schools requirements for graduation.**
- ____ 9. I understand that tuition and fee payments will not be applied until after the school received funding from the VA.

- ___ 10. For 911 GI Bill Benefits, I understand I **must** submit all previous transcripts to Enrollment Services for review. Failure to do so in a timely manner can result in postponed educational payments by the Department of Veteran Affairs.
- ___ 11. I understand I can not owe a repayment on any federal or state student financial aid program or be in **default** on a student loan and receive financial aid.
- ___ 12. I understand that **not all classes or programs** are eligible for financial aid and Military Benefits, including student loans. Even if eligible for financial aid, these courses/programs will not be paid or certified with these funds.
- ___ 13. I understand I am responsible for dropping my classes if I choose not to attend PSC.
- ___ 14. I understand that PSC's financial aid office may request additional documentation to complete my financial aid award.
- ___ 15. Federal education benefits are earned not pre-awarded. Therefore monthly benefits are paid during the beginning of the month for the previous month.
- ___ 16. Missing in Action Grant do not cover books or lab fees. Students are encouraged to complete the Financial Aid Process to see if they are eligible for additional federal assistance or a scholarship.
- ___ 17. Enrollment certifications will not be processed until all required documents are submitted and your classes match your selected major on file with the Department of Veteran Affairs.
- ___ 18. I understand I must complete a Change of Place/Training Form (VA Form 22-5495) for Fry Scholarship, Chapter 33 - TOE, Chapter 35 and a PSC Transcript Evaluation Form if I decide to change my major. Both Forms can be found under Forms and Brochures in the Financial Aid section at www.prairiestate.edu.
- ___ 19. **I understand that if I leave a school/program due to unsatisfactory attendance, progress, or conduct I must reenter the same program.**

I certify that I have read and understand all items within this form and all information provided for my financial aid is true and correct.

Student Signature: _____ Date: _____