



MADISON COLLEGE VETERANS SERVICES

VA Enrollment Form

INSTRUCTIONS - Complete this form if you are a:

- **New student**-Never previously used veterans educational benefits
- **Transfer Student**-Received benefits previously at an institution other than Madison College
- **Student Changing Chapters**-Received benefits while attending Madison College but are 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 Veterans Services along with a copy of your DD-214(s) and any additional required documentation indicated below, unless previously submitted, to allow Madison College to certify your benefits.

Step 1: STUDENT INFORMATION

Last Name _____ First Name _____ Student ID _____

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

Mailing Address _____ City _____ State _____ Zip Code _____

When will you be attending Madison College? ☐ Fall ☐ Spring ☐ Summer Year _____

Which type of student will you be?

☐ **New Student**

☐ **Returning Student**

☐ **Transfer Student** - Submit a Change of Program Form 01A Form 22-1995 for Veterans, or VA Form 22-5495 Survivors/ Dependents to the VA Online using the Educational Benefits Application at <https://www.va.gov>

☐ **Student Changing Chapters**

☐ **Guest Student** - Submit a letter to Madison College Veterans Services from the parent school indicating that credits taken at Madison College will be applied towards completion of a degree.

Step 2: BENEFIT INFORMATION

Have you applied for your veterans education benefits?

☐ **Yes** - You will receive your Certificate of Eligibility (COE) from the VA approximately 3-4 weeks after completing the online application. Submit your COE upon receipt to Madison College Veterans Services.

☐ **No** - Submit your Education Benefits Application online at <https://www.va.gov>. 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 30** - Active Duty/Montgomery GI Bill (MGIB)

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

☐ **Chapter 33** - Post 9/11 GI Bill

☐ **Chapter 35** - Survivor/Dependent Benefit: Full name and SSN of veteran _____

Are you on Active Duty? ☐ Yes ☐ No

Step 3: ADVANCE PAY (Chapters 1606, 30, and 35)

Do you want to receive Advance Pay? ☐ Yes ☐ No

- Advance Pay must be requested at least 45 days prior to the start of the semester. Only new students are eligible for Advance Pay; continuing students and Chapter 33-Post 9/11 recipients are ineligible.
- Advance Payments will pay for the first two months of the semester; students will not receive another VA educational benefit check until the end of the third month of the semester.

Step 4: POST 9/11 GI BILL (Chapter 33) INFORMATION

Have you applied for the WI GI Bill? ☐ Yes ☐ No*

*To be reviewed for a WI GI Bill Supplemental Payment you must apply for the WI GI Bill and be determined eligible. If you have not yet applied, complete the WDVA B0105 packet (dva.state.wi.us) and submit as instructed at the top of each form.

When you applied for Post 9/11, which chapter did you relinquish?

☐ **Chapter 30**-If you were eligible for Chapter 30, what amount of active duty did you have after 9/10/2001?

☐ Less than 3 years ☐ More than 3 years

☐ **Chapter 1606**

☐ **None**

Step 5: ADDITIONAL BENEFIT INFORMATION (All Chapters)

Do you have a Kicker? ☐ Yes ☐ No

If yes, what was the amount of your Kicker? \$ _____ Please submit documentation, such as your kicker contract.

Do you have a Buy Up? ☐ Yes ☐ No

If yes, what was the amount of your Buy Up? \$ _____ Please submit documentation, such as your DD-214 or LES.

Will you be on Terminal Leave at the start of your first semester? ☐ Yes ☐ No

If yes, on what date will your Terminal Leave end? (mm/dd/yyyy) _____

Step 6: IMPORTANT VETERANS BENEFIT INFORMATION - Please Read

- The payment of veterans 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. E.g., short-term and interim classes may run fewer than 12 weeks and may not meet the credit requirement for full-time status for the entire length of the term.
- Chapter 33 recipients who withdraw or fail to attend class are responsible for repaying any overpayment created with the Monthly Housing Allowance or book stipend, directly to the VA. Tuition and fees overpayments are repaid by Madison College and may result in tuition due by the student.
- Order an official copy of your military transcript and submit it to Enrollmentservices@madisoncollege.edu for review. For the US Army, US Coast Guard, US Navy, and the US Marine Corps, the transcript is called the Joint Services Transcript (JST). US Air Force veterans should submit their Community College of the Air Force (CCAF) transcript.
- Chapter 30, 1606, and 35 (NCD) recipients must verify enrollment every month with the VA through either WAVE or by phone at 888-442-4551. Ch. 33 students are also required to verify monthly enrollment and will be instructed by VA on how to do so.
- The Federal VA requires that all students receiving benefits be enrolled in a program of study. In addition, the school is required by the VA to certify only courses that are required by a student's program. Repeated courses will only be certified if the initial grade earned was lower than the program requires.
- Students admitted to a program waitlist may only have certified to the VA for veterans educational benefits classes required by the program. Once a student has completed all pre-program classes available to them, they may not have additional course certified until they are fully admitted to their program.
- Students who fall below the Satisfactory Academic Progress (SAP) standing of Meets, will first be placed on a Warning status, then Suspend. Students who are placed on the SAP standing of Suspend will not be eligible to have their enrollment certified to the VA, unless an Academic Appeal is granted. For more information on Madison College's SAP policy, visit <https://students.madisoncollege.edu/sap>.

Step 7: SIGNATURE & AGREEMENT

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

Student Signature _____ Date _____

Step 8: SUBMISSION INSTRUCTIONS

Please sign and submit your completed form in **one** of the following ways:

- Email: veteranservices@madisoncollege.edu
- Mail: Madison College Veterans Services, 1701 Wright Street RM D1677, Madison, WI 53704
- Fax: (608) 243-4245
- In Person: At the Veteran Services office 1701 Wright Street Rm D1677, Madison, WI 53704 or at any Regional or Metro campus