

# Checklist for Students

## Using Veterans' Affairs Assistance

1. \_\_\_\_ Research which Chapter(30, 31, 32, 34/30, 35, 1606, 1607, or 33) you are eligible for at: [www.gibill.va.gov](http://www.gibill.va.gov)
2. \_\_\_\_ Fill out the appropriate VA application.
3. \_\_\_\_ Send the VA application, current DD214, and a copy or receipt of any Kickers you received to the VA Regional Office:

**VARO**

**P.O. Box 8888**

**Muskogee, OK 74402-8888**

**Phone: 1-888-442-4551**

4. \_\_\_\_ Once you receive a "Certificate of Eligibility Letter", bring this letter to the Registrar's office.
5. \_\_\_\_ Apply to Western Texas College using [Apply Texas](#)
6. \_\_\_\_ Mail or fax-Course Registration Form, and Official Transcripts (high school, and college credit you have received) along with your DD214.
7. \_\_\_\_ If you fall under Chapters: 30, 33, 1606, or 1607, you must call the VA Regional Office on the last day of every month to verify enrollment.

(Phone # 1-877-823-2378)

## **Transfer Students**

- Transfer students who have used their benefits at a previous institution, who plan on continuing using benefits at WTC, need to fill out a “Request for Change of Program or Place of Training”. This form is available at [www.gibill.va.gov](http://www.gibill.va.gov) . After filling out this form, please send it to the VA Regional Office (address listed above).

## **Transient Students**

- Transient student are students who want to stay enrolled at their current college or university, but would like to also take classes at Western Texas College. At your current college or university, ask the VA official to send or fax a “Parent School Letter” to the Registrar’s office. Once students have completed this task, call the Registrar’s office to make sure they have received this letter and start the checklist at number 5.

### **Please Notice:**

- The VA will only pay for classes that apply to your current degree plan.
- The VA will pay for online classes as long as the start and end dates of the class are the same as a regular semester.
- Students using Chapter 31 benefits must contact the Vocational Rehabilitation Officer.
- The percent of money you receive depends on how many semester hours you are enrolled for each term:

Pay Scale	Fall/Spring	Summer
Full Time	12 Hours	6 Hours
3/4 Time	9-11 Hours	4-5 Hours
1/2 Time	6-8 Hours	3-2 Hours
Less than 1/2 time	5-1 Hour	1 Hour

- Students requesting Advanced Pay will need to submit the form seven weeks prior to registration. You can obtain this form at [www.gibill.va.gov](http://www.gibill.va.gov) , and send it to the VA Regional Office (address listed above).

(If you have any questions, please call the Registrar's Office (325)574-7914)