

New Veteran Student Enrollment Checklist

Northland Pioneer College

If you are a veteran who is applying to Northland Pioneer College, first and foremost thank you for your service and WELCOME! We are excited to have you and are privileged that you selected Northland Pioneer College. Please use this checklist as a guide to assist you in completing the enrollment and verification of benefits process.

Process of Applying for Veterans Education Benefits

- 1) File an application for benefits. You can apply on-line at www.gibill.va.gov.
- 2) All **new** students need to speak with an Academic Advisor before proceeding with the VA process. A degree audit will be generated and given to you for your chosen program of study and you will need to let the advisor know which Chapter you are so you get the correct paperwork. The advisor won't know which Chapter you are so it is the Veteran's responsibility to know the Chapter you want to receive benefits under. Also make sure you fill out all the forms with the advisor or get them online @ <http://www.npc.edu/veteran-services>. You will need to fill out the VA Prom Note- Cont Enroll with the Advisor. You may turn in a copy of your Member 4 DD214 and Certificate of Eligibility from the VA to the advisor or email to veterans@npc.edu. Students applying for chapter 31 (VOC REHAB) will need to contact the Vocational Rehabilitation counselor, George Stidham @ 928-226-1845 for authorization to receive benefits. *Chapter 35 (Dependents) do not need a DD214 but you must have the eligible Veteran's social security number to apply for benefits and a copy of the Certificate of Eligibility.
- 3) When you are ready to register for classes get the VA Promissory Note/Continuing Enrollment Status form, from the advisor, and take them with you when you register. The Prom Note/Continuing Enrollment Status will prevent you from being dropped from classes until your VA payments start coming in, and the Continuing Enrollment Status Report form lets the VA Office know you want to be certified for that semester. These forms must be completed every semester you want to be certified for benefits.

Be sure to provide the VA Certifying Official with a copy of your COE (Certificate of Eligibility)

-Official transcripts from other Colleges/Universities you have attended, and your military transcripts must be received as soon as possible so we can evaluate them. *Dependents do not need to supply military transcripts but they do need to supply official transcripts from any other college or university they have attended.

See back



- **Mandatory VA Orientation class-** Beginning Spring 2016, Northland Pioneer College implemented a **mandatory** VA Orientation class that requires new and returning Veterans, that haven't taken the class, to attend. The class is going to give you basic information about using your VA educational benefits here at NPC. It will also inform you as to what is expected of you as a student using your benefits, some of the opportunities NPC offers Veterans and important information that will hopefully make it easier for you as a student. You must take this online orientation or your account will be put on hold until you complete it.

-Veterans are certified only for those classes that are on their degree plan! Audited courses do not qualify for benefits. **If you change your status anytime during the semester you must notify the VA Certifying Official, it could change your benefit amount. If you change your program you must complete a change of program form, and submit that to the VA Office.**

- Student's receiving Chapter's 30, 1606, or 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR) (877) 823-2378. Your enrollment can be verified on the last calendar day of the month using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the toll-free Interactive Voice Response (IVR) telephone line at (877)823-2378. **(Chapter's 33 and 35 students do not need to verify their enrollment monthly)**

It is the Veterans responsibility to make sure that all paperwork is complete. The VA Certifying Official is responsible for certifying credits and reporting academic progress to the VA Regional Office.