



VA Education Benefit Checklist

Office of Veteran & Military Benefits



Ivy Tech Community College VA & TA Education Benefit Information



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Every campus has a Veteran and Military Benefits Specialist (VMBS). Their contact information and additional details and helpful FAQs are on our [website](#).

Financial Aid is not required to use VA benefits, however you may qualify through the [Free Application for Federal Student Aid \(FAFSA\)](#).

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First Time Ivy Tech Student

- ☐ [Apply](#) to Ivy Tech Community College, if you have not already completed an application.
- ☐ Apply for VA education benefits -- <https://www.va.gov/education/how-to-apply/>.
- ☐ Provide Certificate of Eligibility to your campus Veteran and Military Benefits Specialist.
 - This is sent to you via postal mail after you are approved for VA education benefits.
 - If you previously applied/used Post 9/11 you can also download from va.gov.
 - [Transfer](#) your prior college credit if applicable.
 - Service Members only:
 - Provide Official Military Transcripts.
 - [ARMY-NAVY-MARINES-COAST GUARD](#)
 - [AIR FORCE](#)
- ☐ Meet with your academic advisor to declare a program.
 - Taking courses that do not fulfill program requirements will not be submitted to VA, and you are financially responsible for the course(s).
- ☐ Request to use your VA education benefits by submitting the Veteran Benefit Request Form (VREC).
 - Log into MyIvy.
 - Search for 'Veteran' select 'Veteran Benefit Request Form' (mark as a favorite) then fill out and submit.
- ☐ Report any schedule changes to your VMBS.

Continuing Ivy Tech Students

Requesting your VA education benefits through Ivy Tech Community College – VREC
This form is required each semester, as your enrollment is NOT automatically submitted to VA.
You can view instructions on how to fill out the form [here](#).

- ☐ Meet with your academic advisor to declare a program.
 - Taking courses that do not fulfill program requirements will not be submitted to VA, and you are financially responsible for the course(s).
- ☐ Request to use your VA education benefits by submitting the Veteran Benefit Request Form (VREC).
 - Log into MyIvy.
 - Search for 'Veteran' select 'Veteran Benefit Request Form' (mark as a favorite) then fill out and submit.
- ☐ Report any schedule changes to your VMBS.

Guest students of Ivy Tech

Requesting your VA education benefits through Ivy Tech Community College – VREC
This form as well as a parent letter are both required, as your enrollment is NOT automatically submitted to VA. You can view instructions on how to fill out the form [here](#).

- ❑ Meet with your home campus VA education benefits office to obtain a parent letter.
- ❑ Request to use your VA education benefits by submitting the Veteran Benefit Request Form (VREC).
 - Log into MyIvy.
 - Search for 'Veteran' select 'Veteran Benefit Request Form' (mark as a favorite) then fill out and submit.
- ❑ Report any schedule changes to your local Ivy Tech VMBS.

Your VA monthly stipend and how to pay your tuition

Active Duty MGIB [Chapter 30](#), Guard/Reserve MGIB [Chapter 1606](#)

- You must [verify your attendance](#) at the end of every month enrolled in classes at VA.gov [CH30](#), [CH1606](#) **paying your tuition**

CH1606

- The college is NOT paid directly.
- The monthly stipend VA sends you is intended to help pay your tuition. You will need to have financial aid or set up a payment plan prior to the start of your classes.
- If you are ½ time or more, 6 credits for the full term, then you may also use military tuition assistance with CH1606 benefits.
- You may also qualify for the National Guard Supplemental Grant.

CH30

- The college is NOT paid directly.
- The monthly stipend VA sends you is intended to help pay your tuition. You will need to have financial aid or set up a payment plan prior to the start of your classes.

DEA Survivors' and Dependents' Educational Assistance, [Chapter 35](#)

- You must [verify your attendance](#) at VA.gov

CH35 PAYING YOUR TUITION

- The college is NOT paid directly.
- If you are the child of the disabled veteran, you may qualify for Indiana Child of a Disabled Veteran.
- The monthly stipend VA sends you is intended to help pay your tuition. You will need to have financial aid or set up a payment plan prior to the start of your classes.

Post 9/11 [Chapter 33](#), Chapter 33 [Transfer of Entitlement \(TOE\)](#) & [Fry Scholarship](#)

- You must [verify your attendance](#) at the end of every month enrolled in classes to receive your monthly MHA stipend through one of these methods:
 - Text
 - email
 - VA.gov

CH33 & Fry Scholarship PAYING YOUR TUITION

- VA pays tuition and fees* to the college directly.

- If you are NOT 100% for CH33 you are responsible for the remaining balance VA does not pay.
- *If you are enrolled in any courses that have certification or licensing tests you are financially responsible for those fees. VA has deemed them ineligible since we use a 3rd party.
- Since students can opt out of Ivy+ Textbooks, VA will not pay this fee. Although you will be using VA education benefits, you will still see a balance due on your account for Ivy+ Textbooks.
 - You are financially responsible for the fee.
 - VA does send \$41.67/credit in book money directly to the student (not to exceed \$1000 in a year – and adjusted for your percentage eligibility).
- If you are a child of a disabled veteran, you may qualify for Indiana Child of a Disabled Veteran.

Veteran Readiness & Employment, [Chapter 31](#)

- You do not have to verify your attendance to receive any monthly MHA stipend.

CH31 PAYING YOUR TUITION

- The college is paid directly by VA.
- If you need supplies from the bookstore, you will use your Purchase Order supplied from your VR&E Counselor.

Using Military Tuition Assistance (TA) at Ivy Tech

- Set up an account with your respective service website.
- Upload your degree plan.
- Request TA on your service's website.
 - Tuition rates and term dates have been pre-populated for easier selection.
 - If the class start/end dates selected do not match your enrolled class dates, your TA request will be denied.
- Once you receive a copy of your authorization.
 - Army & Air Force – we are able to retrieve your vouchers.
 - Navy, Coast Guard & Marines – please provide a copy of TA voucher to your VMBS.
- TA is TUITION ONLY, you must have financial aid or payment plan to cover the fees and/or unapproved tuition prior to the end of term.

What happens after you receive my TA approval?

- If your TA voucher is valid and free of errors, there is a hold placed on your account so you will not be dropped for non-payment.
- After the 100% refund period, there will be a credit your Ivy Tech account for the anticipated tuition payments.
- After the 60% completion date for the class, the military is invoiced for the actual tuition

charges.

- You are financially responsible for any tuition not covered by your TA and any course fees.
- If you adjust your TA authorization after Ivy Tech has credited your account and funding from the military has been revoked, you are financially responsible for any balance due.

How to upload your degree plan

- Log into MyIvy.
- Under Tools & Resources, select Degree Completion Tracker.
- Choose the Printer Friendly link to the right of the degree audit.
- The audit will open in a new window.
- Choose Print (ctrl P)
- From the list of printers in the Print dialog, choose Microsoft Print to PDF.
- Enter a filename and choose where you'd like to save the file, then click Save.
- The PDF degree plan can then be uploaded into your TA account for review.

Important information about your TA portal

- Tuition rates are pre-loaded and if your actual tuition rate is lower, the military will be invoiced for actual tuition charges.
- Class term dates are pre-loaded and you must select the term dates that match your course schedule.
 - If the term dates selected do not match actual class dates, your TA request will be denied.
- It is recommended that you request TA for each class individually. This allows for required updates and will not have an impact on other courses/TA approvals.
- If you have a change in your enrolled classes, contact your Unit ESO/Ed Center to update your authorization.
- TA users are required to maintain a GPA of 2.0 for all undergraduate coursework to continue receiving funding.
- If you fall below this GPA, contact your Unit ESO/Ed Center for guidance on how to document and improve your GPA to resume TA funding.
- TA users must earn a "C" or better to avoid recoupment.
 - Students who do not earn a "C" or better will be required to reimburse the Military for the TA payments.
 - Contact your Unit ESO/Ed Center to learn how this process works for your Branch of Service.

Important Things to Remember

- Financial Aid full time is not the same as VA full time.
- Meet with your academic advisor every semester and before making any schedule adjustments.

- Schedule classes by following your Degree Completion Tracker.
 - Taking course(s) that do not fulfill your current academic program will not be submitted to VA, and you are financially responsible for the course(s).
 - 6 credits in an 8-week term is considered full time for VA purposes.
 - 12 credits in a full 16-week term is full time.
- CH33/CH31: To receive resident housing rate. You must be in one in-person class per session within the term - ie, 1st8 weeks, 2nd8 weeks.
 - BT – Blended
 - TR – Traditional
 - LA – Learn Anywhere
 - must attend one class session in person before an LA course is reported as in person to VA.
- Remedial coursework
 - VA will only pay for remedial classes if there is evidence of academic need. Remedial classes are non-college credit courses that start with a zero (0)
 - MATH 023, ENGL 083 or ENGL 093.
 - Your knowledge assessment placement scores must show a “need”.
 - VA does not allow for benefits to be paid if not taken on campus. Only allowed to attend the type of modality below for remedial courses.
 - BT – Blended
 - TR – Traditional
 - LA – Learn Anywhere
 - must attend one class session in person before an LA course is reported as in person to VA.
- Chapter 31 VR&E
 - The program you are enrolled in at the college must be the same program that you are approved for through VR&E. If you would like to update your program, you must discuss with your VR&E counselor as we will be unable to submit your courses without approval.
- Repeating courses
 - If you previously failed a course, and it is required for your program:
 - The course may be repeated
 - If you previously passed a course with a “D” but a C or better is a pre-requisite for another course, or program:
 - The course may be repeated
 - If you previously passed a course with a “C” or better:
 - The course cannot be repeated
- If you receive a “W” due to withdrawal from a course or receive an F or FW at the end of term.
 - CH33 – you may have a tuition debt with the college for “unearned” tuition the college had to return to VA.

- CH31 – you may incur a housing debt with VA, please see your VRC for guidance.
- CH30, CH35, CH1606 – you may incur a debt with VA for “unearned” stipend.
- If you are awarded any non-refundable aid. ie. Work Force Ready grant, Frank O’Bannon, Academic Honors.
 - CH33 –the amount billed to VA is reduced.
 - you will not receive a refund
 - CH30, CH35, CH1606 – this does not impact your monthly stipend.

Helpful LINKS

Ivy Tech Veteran and Military Benefits - <https://www.ivytech.edu/student-services/support-services/va-education-benefits/>

Ivy Tech Tuition Assistance Military Tuition Assistance <https://www.ivytech.edu/student-services/support-services/active-military-benefits/>

[Free Application for Federal Student Aid \(FAFSA\)](https://studentaid.gov/h/apply-for-aid/fafsa) - <https://studentaid.gov/h/apply-for-aid/fafsa>
 You may still use Federal Financial Aid with VA education benefits Federal School code 009917

National Guard Supplemental Grant <https://www.in.gov/che/state-financial-aid/state-financial-aid-by-program/national-guard-tuition-supplement-grant/>

Child of a Disabled Veteran <https://www.in.gov/che/state-financial-aid/state-financial-aid-by-program/tuition-and-fee-exemption-children-of-disabled-veterans/>

Verify attendance with VA - <https://www.va.gov/education/verify-school-enrollment/>