



### VA STUDENT CHECKLIST

Completed		Responsibility
	Apply to TCAT-Shelbyville for desired course at <a href="https://tcatshelbyville.edu/">https://tcatshelbyville.edu/</a> and complete a FAFSA application	Student
	Apply for Education benefits online at <a href="http://www.ebenefits.va.gov">www.ebenefits.va.gov</a>	Student
	Gather your DD214s, NGB22s, Kicker Contract, NOBE, and all post-secondary transcripts - supply a copy to Financial Aid	Student
	Request a copy of your JST Transcript for TCAT-Shelbyville. You can do this at <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a>	Student
	The school VA Representative and Instructor will evaluate all prior credit and award if applicable.	VA Prior Credit Representative
	Once you have received your Certificate of Eligibility (C.o.E.) bring it to your VA School Certifying Official	Student
	It is important that you supply your VA School Certifying Official <u>and</u> the Student Services Coordinator with any military training schedules that will conflict with your class schedule prior to registration.	Student
	You will receive MyTCAT Portal login instructions from Student Services. You may log into your portal to view Financial Aid awards and VA Benefit payment posted to your account.	Student Services
	After registration and confirmed attendance, you are certified as a student via VAONCE by the School Certifying Official	VA School Certifying Official
	It may take up to <u>12 weeks</u> for VA to process and begin your payments after each term certification. If delayed, your first payment will be a "catch up" payment.	VA
	For all <u>Chapter 30, 1606 and 1607</u> students - on the 1st day of the month you will call 1-877-823-2378 and verify that you are still attending school. <u>Chapter 35</u> students are mailed a monthly verification form (VA Form 22-8979).	Student
	Keep track of your remaining benefit time, VA will send you regular updates.	Student
	If you drop or stop attending classes, you must let your School Certifying Official know <u>immediately</u> . VA WILL RECOUP any overpayment you receive.	Student/ Instructor
	When you drop or stop attending classes your term will be amended and your benefits terminated.	Financial Aid

If you have any questions regarding your VA Education benefits, you may call the VA support center at 1-888-442-4551 or submit a secured inquiry at <https://gibill.custhelp.com/app/ask/>.  
Contact your School Certifying Official if you have any questions or need any assistance.  
Tracy Boatman - TCAT Shelbyville Financial Aid Lead/VA School Certifying Official  
Phone: 931-685-5013 Ext. 113 Email: [tracy.boatman@tcatshelbyville.edu](mailto:tracy.boatman@tcatshelbyville.edu)