



## VA Education Benefit Application Information

If you have questions about VA education benefits, call 888.442.4551

VA's Education and Training  
[benefits.va.gov/gibill](https://benefits.va.gov/gibill)

GET STARTED on applying for your benefit  
[va.gov/education/](https://va.gov/education/)

**NOTE:** To apply for Veteran Readiness and Employment (Chapter 31/VR&E) or educational and career counseling through Personalized Career Planning and Guidance (Chapter 36), you will need to use a different application. More information on VR&E [va.gov/careers-employment/vocational-rehabilitation](https://va.gov/careers-employment/vocational-rehabilitation)

Apply for VA education benefits as a veteran, service member, or qualified family member online at [va.gov/education/](https://va.gov/education/). Information is available on the website for mail and in person application as well.

### What documents and information do I need to apply?

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility you want to attend or are attending now

### After Applying for Education Benefits

You will get a Certificate of Eligibility (COE) or award letter in the mail if the VA has approved your application. Please include this with LBC | Capital's Veterans Enrollment Form below.

### Checklist:

- Complete the LBC | Capital Veterans Enrollment form (page 3)
- Submit Enrollment form and copy of COE. This may also be looked up at [ebenefits.va.gov](https://ebenefits.va.gov) or [vets.gov](https://vets.gov).
- If applicable, complete [Change of Program or Place of Training form](#)
- Submit all **official** transcripts to the admissions office before enrollment for evaluation for prior credit. Include Military Transcripts if applicable.
- For undergraduate students, apply for need-based grant aid annually via a Free Application for Federal Student Aid ([FAFSA](#)). Veteran's education benefits are not considered when determining Title IV financial aid.
- If student applies for Federal Tuition Assistance (TA) or National Guard Education Assistance Program (EAP) funds, please notify the School Certifying Official (SCO) as soon as they receive it. TA is considered federal funding and must be considered when the SCO determines actual net cost for Chapter 33 benefits.
- Notify the SCO when **accepted and registered** for classes in order for your enrollment to be reported to the VA.
- Establish a premium login on eBenefits at [ebenefits.va.gov](https://ebenefits.va.gov).

## Other Important Information:

- The student must consider all chapter benefit options before making a decision on which benefit to apply for. If student is eligible for the Post-9/11 GI Bill® (Chapter 33) and another chapter benefit, they must understand the implications of applying for one or the other. Application for a specific benefit may be irrevocable. School Certifying Officials (SCO) can provide basic benefit information but cannot make the decision for students.
- Students who previously used benefits at another school or in another training program may need to submit a Change of Program or Place of Training form. You may complete it online at [va.gov/education/change-gi-bill-benefits/](https://va.gov/education/change-gi-bill-benefits/).
- Student completes the application process at the school. The application fee is not paid by VA.
- Students may only register for classes that apply to their degree/certificate/diploma program in accordance with the school's catalog. If you are in your final semester of the program, please contact your SCO for any exceptions to be at full-time enrollment.
- Students must notify the SCO of **ALL** changes in their enrollment status immediately or before withdrawing if possible. SCOs must report all enrollment changes to the VA. Students must be aware that if they drop or withdraw from classes, an overpayment may result. The VA will determine the debt and collect from the school and the student accordingly. Students must comply ASAP with the instructions in any debt letter they receive.
- Students must meet Academic Progress per the requirements in the LBC | Capital catalog for the program.
- Do monthly enrollment verification as required once enrolled and in school. This may be done on WAVE [gibill.va.gov/wave/index.do](https://gibill.va.gov/wave/index.do) for Chapter 30 or 1606. Chapter 33 monthly enrollment verification requirement information will be posted [HERE](#) and expected to be effective Spring 2022 semester.
- Students must report any address change to the SCO and the VA. To change their address with VA, go to [WAVE](#) or [eBenefits](#) or call 1.888.442.4551. Students may also update direct deposit information on [WAVE](#) or [eBenefits](#), or by calling 1.877.838.2778.
- Rate of Pursuit is determined by the VA for accelerated programs. For Post-9/11 GI Bill® (Chapter 33), this determines Monthly Housing Allowance (MHA).

Please refer to the LBC | Capital catalog for more information about VA Training Time calculation for graduate level programs.

The Adult Education accelerated undergraduate program has 6-week course sessions. **The VA has determined the Rate of Pursuit for students enrolled in one 3-credit course per session to be 80%.** Students are only paid for the days in class as indicated on the student schedule. In addition, any Online courses will be certified and Distance Learning and eligible to receive MHA equal to half of the national average of all BAH rates.

---

**LBC | Capital has more information on scholarships and benefits for military and veteran students at [lbc.edu/admissions-financial-aid/military/military-scholarships-benefit-information/](https://lbc.edu/admissions-financial-aid/military/military-scholarships-benefit-information/).**

