



# MADISON COLLEGE VETERANS SERVICES

## VA Enrollment Form

**INSTRUCTIONS** - Complete this form if you are a:

- **New Student**- Never previously used veterans educational benefits.
- **Transfer Student**- Received benefits previously at an institution other than Madison College.
- **Student Changing Chapters**- Received benefits while attending Madison College but are now using a different chapter.
- **Guest Student**- Working towards a degree and receiving benefits at another institution.

This form must be completed and submitted to Veterans Services along with a copy of your DD214(s) and any additional required documentation indicated below, unless previously submitted, to allow Madison College to certify your benefits.

### STEP 1 - STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Date of Birth (dd/mm/yyyy) \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

When will you begin attending Madison College?  Fall  Spring  Summer Year \_\_\_\_\_

Which type of student will you be?

- New Student**
- Transfer Student** - Submit a Change of Program Form (VA Form 22-1995 for Veterans, or VA Form 22-5495 Survivors/ Dependents) to the VA online using the VONAPP.
- Student Changing Chapters**
- Guest Student** - Submit a letter to Madison College Veterans Services from the parent school indicating that credits taken at Madison College will be applied towards completion of a degree.

### STEP 2 - BENEFIT INFORMATION

Have you applied for your veterans education benefits?

- Yes** - Submit your Certificate of Eligibility upon receipt to Madison College Veterans Services (you will receive your certificate by mail from the VA approximately 3-4 weeks after completing the application).
- No** - Submit your application online at the **VONAPP** website (vabenefits.vba.va.gov/vonapp). All veteran students must apply online for their initial benefits or to change their program/place of training.

Which benefit will you be receiving?

- Chapter 1606 - Reserve/National Guard**
- Chapter 1607 - REAP Activated Reserve/Guard**
- Chapter 30 - Active Duty/Montgomery GI Bill® (MGIB)**
- Chapter 31 - Vocational Rehab** - By selecting this chapter and submitting this form, you give permission for Madison College to release your class schedule, grades and GPA to your Vocational Rehabilitation counselor.
- Chapter 33 - Post 9/11**
- Chapter 35 - Survivors/Dependent Benefit - SSN of veteran:** \_\_\_\_\_
- VRAP- Veterans Retraining Assistance Program**

Did you enter the military as a Wisconsin resident?  Yes  No **Are you on Active Duty?**  Yes  No

### Part 3 - ADVANCE PAY (Chapters 30, 1606, 1607 and 35 ONLY)

Do you want to receive advance pay?  Yes  No

- Advance Pay must be requested at least 45 days prior to the start of the semester. Only new students are eligible for Advance Pay; continuing students and Chapter 33 - Post-9/11 recipients are ineligible.
- Advance Payments will pay for the first two months of the semester; students will not receive another VA educational benefit check until the end of the third month of the semester.

**PART 3 - POST 9/11 GI BILL INFORMATION (Chapter 33 ONLY)**

What is/was your training start date (date you indicated as training start/enrollment date on VONAPP)? (mm/dd/yyyy) \_\_\_\_\_

Have you applied for the WI GI Bill®?  Yes  No\*

\*To be reviewed for a WI GI Bill® Supplemental Payment, you must apply for the WI GI Bill and be determined eligible. If you have not yet applied, complete the WDVA B0105 packet (dva.state.wi.us) and submit as instructed on the top of each form.

When you applied for Post-9/11, which chapter did you relinquish?

- Chapter 30** - If you were eligible for Chapter 30, what amount of active duty did you have after 9/10/2001?
  - Less than 3 years
  - More than 3 years
- Chapter 1606**
- Chapter 1607** - If you were eligible for chapter 1607, what was your longest consecutive period of active duty?
  - More than 90 Days, but less than 1 year
  - More than 1 year
  - More than 2 years
- None**

**Part 4 - ADDITIONAL BENEFIT INFORMATION (All chapters)**

Do you have a Kicker?  Yes  No

If yes: What was the amount of your Kicker? \$ \_\_\_\_\_

Please provide documentation to Madison College Veterans Services (e.g., kicker contract, etc.).

Do you have a Buy Up?  Yes  No

If yes: What was the amount of your Buy Up? \$ \_\_\_\_\_

Please provide documentation to Madison College Veterans Services (e.g., LES, DD214.).

Will you be on Terminal Leave at the start of your first semester?  Yes  No

If yes: On what date will your Terminal Leave end? (mm/dd/yyyy) \_\_\_\_\_

**Part 4 - IMPORTANT VETERANS EDUCATION BENEFIT INFORMATION - Please read carefully.**

- **The payment of veterans education benefits requires a student to be enrolled in and attending class.** Classes that do not run from term start to term end may affect VA payment depending on your class schedule (e.g., short-term and interim classes may run fewer than 12 weeks and may not meet the credit requirement for full time status for the entire length of the term).
- Tuition and fees will be taken from the first payment regardless of the source.
- **Chapter 33 recipients** who withdraw or fail to attend class are responsible for repaying housing, book stipend, tuition and fees to the VA.
- **Chapter 31 - Vocational Rehab recipients:** By submitting this form, students give permission for Madison College to release their class schedule, grades and GPA to their Vocational Rehabilitation counselor.
- **If a student receiving VA benefits drops or adds a class, or changes enrollment in any way,** it is the student's responsibility to notify Madison College Veterans Services immediately by email at veterans@madisoncollege.org. Changes in enrollment could result in an overpayment, which may require repayment of monies received to the VA.
- **Chapter 30, 1606 and 1607 recipients** must verify your enrollment every month with the VA online from the GI Bill® website at gibill.va.gov or by phone at (877) 823-2378.
- **Students admitted to a program waitlist** may only have those classes required by the program certified to the VA for veterans education benefits. Once a student has completed all the pre-program classes available to them they may not have additional courses certified until they are admitted to their program.
- **The VA requires that all students receiving benefits be enrolled in a program of study.** In addition, the school is required by the VA to only certify courses that are required by a student's program. Repeated courses will only be certified if initial grade earned was lower than program requirements.
- **Students who fail to obtain a cumulative grade point average of at least 2.0** are placed on academic probation. Failure to achieve a satisfactory grade point average of 2.0 or better for the subsequent probationary semester may result in Madison College being unable to certify future enrollment.

**Part 5 - SIGNATURE & AGREEMENT**

By signing, I certify that I have read and understand the information provided on this form. I also give permission for the school certifying official to review my educational records and release information regarding VA education benefits as requested by state, federal or other agencies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

Please sign and submit your completed form and supporting documentation in-person to the Truax Enrollment Center - Room A1000, Downtown Enrollment Information Center - Room D117, or any Regional or Metro Campus Office; or submit by mail or fax:

Address:	Madison College Veterans Services	Fax:	(608) 243-4245
	1701 Wright Street		
	Madison, WI 53704		

Questions? For further assistance with this form, please search FAQs or submit a Veterans category question on [askMadisonCollege](http://askMadisonCollege), contact Madison College Veterans Services by phone at (608) 246-6038 or by email at [veterans@madisoncollege.edu](mailto:veterans@madisoncollege.edu).