



To activate your VA Educational Benefit, you must do the following for all chapters:

- The student veteran must apply for and be approved to use this benefit, to apply the student must use ebenefits website.
 - 1.1. Once student is approved, you will be assigned a VA Vocational Rehabilitation counselor through the Department of Veterans Affairs. Your counselor will be your main point of contact for establishing goals, directives, and financial concerns
- Submit all official transcripts to CFCC: Military, high school, and college transcripts
- Register for classes that are approved under the program evaluation
- Fill out the VA Benefit Certification Form ([VBCF](#))
- Send your VBCF, DD214, and VA COE to vacertifying@cfcc.edu for processing

Priority registration for veteran benefit holders

Chapter 31 VA Vocational Rehabilitation

1. Once CFCC receives the student's VA Form 28-1905 from their counselor, CFCC can certify the students chapter 31 Benefits and post payment to the student's Financial Aid account.
2. Student is then considered certified for chapter 31 (through VA Once and then CFCC's Veteran Center will advise the students Voc Rehab counselor the student was certified along with the student's schedule, so counselor can push through VA once).
3. Hold is placed (to ensure classes are not dropped due to nonpayment).
4. Email is sent to the Business Office to make bookstore money available (student can charge books and supplies at the bookstore when charging is allowed).
5. Each new semester VA counselor lets the school know who is eligible to continue with chapter 31.
6. Voc Rehab counselor meets with students once a semester.
7. School Certifying Official makes change in VA Once and lets counselor know.
8. If your Vocational Rehabilitation Counselor has approved book purchases as required for your courses on your VA Form 28-1905, you can go to the Sea Devil Bookstore and pick up your books. Let them know that you are using VA Benefits.
9. Fill out the VA Benefit Certification form (VBCF), and email it to vacertifying@cfcc.edu.

NOTE:

- *Must maintain a 2.0 cumulative GPA and 67% completion rate. Not maintaining a 2.0 GPA will result in suspension of VA benefits until the 2.0 standard cumulative GPA is achieved.*
- *If you change programs, you will have to notify our certifying officials at vacertifying@cfcc.edu.*
- *Prior to dropping or withdrawing from a course while in session, please contact our veterans' certifying official at vacertifying@cfcc.edu. If you drop or withdraw from a course, you may incur debt through the VA.*
- *If you exceed the allotted absences in your courses, you will be penalized with an "XF" and will incur debt through the VA.*
- *Veterans and Military Service Member Absence Policy: If you receive orders for training and/or deployment, you will need to submit your Military Orders to the Director of Veterans Affairs at va@cfcc.edu. The Director will inform your instructors of your orders and absences.*