

## Using VA Education Benefits

**Step 1 - Apply for VA Education Benefits** by going to [HTTP://WWW.GIBILL.VA.GOV](http://www.gibill.va.gov).

Applying on-line is recommended (under “Apply for Benefits On-line”-VONAPP) to expedite your request. A paper application may be printed but it then has to be mailed to the VA Regional Office in Muskogee, Oklahoma and will take longer for VA to process.

The VA website has several methods in place to help you determine which benefit is best for you. Please study these carefully. Ranger College is not able to make a recommendation since you are the only person who can choose which program best meets your needs.

Use the website above to complete a *Change of Program or Place of Training* if you have used VA Education Benefits at another college.

**Step 2 - Wait.** VA processes electronic applications within two to six weeks. Paper applications will take six to eight weeks or longer. After your application is processed, VA will send you two (2) copies of your Certificate of Eligibility. **Bring or mail one copy of your Certificate of Eligibility AND a copy of your DD214 to Roseatta Stephens, VA Certifying Official, Ranger College, 1100 College Circle, Ranger, TX 76470.** The VA Certifying Official is also the Registrar at Ranger College and is located in the Academic Building, Room 5. The telephone number is 254-647-3234 ext. 215 and the email address is [rstephens@rangercollege.edu](mailto:rstephens@rangercollege.edu).

**Step 3 - Complete admission requirements to Ranger College and register for Classes.** After registering for classes, complete a **Request for Certification of VA Benefits** and bring or mail it to Roseatta Stephens. This form is confirmation that you are enrolled and that you wish to use VA Education Benefits. The Request for Certification of VA Benefits is only valid for one term, so **you MUST submit a new one every time you register for a new term.** If you do not complete a new Request for Certification each term, your benefits will not be certified and you will not receive payments from VA. You will receive an email notification from VA as soon as Ranger College has submitted your enrollment information so ensure that your email address is correct when you turn in your Request for Certification of VA Benefits.

**Step 4 - Verify your enrollment with WAVE** (Web Automated Verification of Enrollment) at [HTTP://WWW.GIBILL.VA.GOV](http://www.gibill.va.gov) or by calling 1-877-823-2378. At this time WAVE verification does not pertain to those receiving Post 9/11 GI Bill benefits. If you are receiving benefits under Chapter 30 or Chapter 1606/1607 you must verify your enrollment on or after the last day of each month while attending school. If you do not verify your enrollment each month VARO will not pay you.

Note - your VA benefits will be paid by check or Direct Deposit/EFT (electronic funds transfer). Payments are one month behind, e.g. January attendance in will be paid February.

**Step 5 - Stay in touch** with your VA Certifying Official, Roseatta Stephens. You must report if you add or drop one or more classes, withdraw from school completely, miss three or more consecutive days of class or classes, or change your address. Failure to notify Mrs. Stephens of any change in your status may result in an overpayment which must be returned to VA.

**Step 6 - Stay informed.** Your WAVE account (if applicable) will give you current information about your VA Benefits. You can also use your WAVE account to update your mailing address, your direct deposit account number, see if a payment has been mailed or deposited to your savings or checking account, and see if you have pending documents to be processed by VARO.

The GI Bill Web Site is a great source of information. The site offers links to FAQs (frequently asked questions), Live Chat, Submit a Question, Announcements, Benefits Calculator, Apply for Benefits, Contact Information, and much more. It is in your best interest to study all aspects of the benefits offered to make the best choice.