NOTE: The School Certifying Official (SCO) works for Roane State (RS) not VA & cannot answer questions about which chapter is best for you or any payment issues. Contact the VA at 1-888-442-4551. SCOs cannot answer questions related to tuition assistance – see your unit or the RS business office for assistance.
SCO: Sandra Grice

Checklist for Students Receiving VA Educational Benefits
SERVICE MEMBER (INCLUDING GUARD AND RESERVE)
Go to: www.gibill.va.gov

1______ Determine chapter you desire based on info provided, click on Apply Now

2______ Complete the VA on-line application (VONAPP). Form 22-1990

3______ Print completed copy of VONAPP, electronically submit to VA

4______ Provide copy of Certificate of Eligibility (COE) from the VA (may take VA 2 to 3 months after VONAPP submitted) and DD 214 (s) to SCO (chapter 33 Post 9/11 students also must submit payment contract to business office)

5______ Provide copy of class schedule signed by faculty academic advisor to SCO

6______ If you selected chapter 1606, 1607 or 30, you must verify your attendance at the end of each month on the above web site or by calling 1-877-823-2378.

DEPENDENTS – Service Member transferring benefits under chap 33 (Post 9/11)
www.gibill.va.gov – click on post 9/11GI-Bill, scroll to bottom of page for link on how service member applies for transfer. Once transfer is approved, dependant follows steps 2-5 above (SCO also needs a copy of approved transfer documentation).

DEPENDENTS - Service Member is service related 100% disabled or deceased
Go to: www.gibill.va.gov - click on apply now (you will be Chap 35)

1_____Complete VA on-line application, (VONAPP) form 22-5490, print copy

2_____ Electronically submit VONAPP to VA (may take 2-3 months to process)

3_____ Provide copy of Certificate of Eligibility (COE) you receive from VA and service member’s social security number to SCO

4_____ Provide copy of class schedule signed by faculty academic advisor to SCO

FAX to 865-882-4683, drop off @ any campus, or mail to Attention: VA/SCO – Sandra Grice, 276 Patton Lane, Harriman TN 37748