# Veteran Student Enrollment Checklist

Please review and complete each step below as applicable.
If at any time you have questions or need assistance, please contact the Veteran Services Counselor at your campus:

**Westminster Campus: Ashley.Smith@frontrange.edu**
**Larimer Campus: Joshua.DeSanti@frontrange.edu**
**Boulder County Campus: Kimberly.Moore@frontrange.edu**

***If you require accommodations for a documented disability, please contact Disability Services at FRCC Disability Services*

All of these steps and more information can also be found at www.frontrange.edu/veteran

## 1. Apply to FRCC/Apply to the VA

- ❒ Submit FRCC application: Apply online at www.frontrange.edu/get started. – Checklist and videos are located here to guide you through the process. Click on link under Step 1 for submitting the application for admission. You will be assigned a student ID number after submitting your application.
- ❒ Submit application for VA educational benefits on VA website:
  - Go to http://vabenefits.vba.va.gov/vonapp/main.asp
  - Click on Register
  - Click on Basic Account (you can switch your account to Premium later if you prefer)
  - Complete form that applies to you:
    - 22-1990 applying first time (Select Post 9/11, Montgomery or VRAP)
    - 22-5490 for dependent of a Veteran (Spouse or Child)
  - Once you complete the application, submit the application first, then print the application to generate confirmation number and date of application. Save a copy of your VONAPP for your records. A copy of your 22-1990 or 22-5490 is required by FRCC for certification (can substitute COE for this requirement).
  - Click here to review documents required for each chapter.
  - ✓ **Post 9/11- Chapter 33-Apply for your VA Benefits as early as possible. It can take up to 12 weeks for the VA to process your Certificate/Letter of Eligibility (COE) - FRCC must have a copy of your COE by the payment deadline or you will be dropped for non-payment from your courses.**
- ❒ Review required documentation for Veteran Students for each chapter. Submit documentation that applies to you.

## 2. Apply for Financial Aid/Tuition Assistance

- ❒ Submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. (School code is 007933). Priority deadline is March 1 for each academic year - processing can take 2-4 weeks.
  - ✓ **Questions for FRCC Financial Aid Office should be directed to** askFA@frontrange.edu
- ❒ **(Veteran)Tuition Assistance (TA):** Student must apply for TA each semester. Pay close attention to deadline dates for each semester.
  - Army Reserve: Apply online at http://www.GoArmyEd
  - National Guard: Apply for Federal TA through www.GoArmyEd first. If you have to apply for State TA, apply online: www.dmva.state.co.us/page/ta If you need further assistance with State TA, you may contact: SGT Darius Batman at 720-250-1550 or e-mail him at Darius.Batman@dmva.state.co.us.
  - Air Force: apply for TA by going to the Base Education Center during FRCC's registration period. You may also call your Base Education Center and apply for TA: over the phone when on Temporary Duty (TDY).
  - Marine Reserves who are Title10 are eligible for TA: Contact your unit for information.
  - Navy Reserves: go to www.navycollege.navy.mil/nta.cfm. This site will list everything you need to do in order to get your Tuition Assistance benefits.

## 3. Transfer students (used VA Education Benefits at Previous School(s)

- ❒ Go to http://vabenefits.vba.va.gov/vonapp/main.asp
  - Click on *Log on*
  - Use your DoD Self-Service Logon (DSLogon) username and password
  - Click on *Apply for Benefits* > *Apply for Benefits for Veterans* > *I Have Used VONAPP Before*
  - Click on a long small box right below *Create a New Form* and a list of forms will drop down

- Complete form that applies to you:
  - 22-1995 changing schools
  - 22-5495 for dependent of a Veteran changing schools
- Once you complete the application, submit the application first, and then print the application to generate confirmation number and date of application.

❒ Submit a copy of this application to your FRCC Veteran Services Counselor via email, fax, or in-person.
  ✓ **FRCC VA counselor must have a copy of this application for certification, if applicable.**

## 4. Submit Certificate of Eligibility (COE)

❒ New VA applicants will receive a COE (Certificate of Eligibility Letter) from the VA via U.S. mail. Take a copy to your FRCC Veteran Services Counselor.
  ✓ **Post 9/11- Chapter 33- FRCC must have a copy of your COE by the payment deadline or you will be dropped for non-payment from your courses.**

❒ Review required documentation for Veteran Students for each chapter. Submit documentation that applies to you.

## 5. Determine your Residency status and Apply for COF

❒ If you are classified as a non-resident, you must provide a copy of your DD-214 to the FRCC Office of Admissions & Records and complete a Veteran Resident Requirement Waiver within 30 days of the first day of the semester.
  ✓ **FRCC Residency Contacts:**
  Westminster Campus: Leysa.Brown@frontrange.edu
  Larimer Campus: Diana.Ragin@frontrange.edu
  Boulder County Campus: Mary.James@frontrange.edu

❒ Apply for the College Opportunity Fund (COF) online at www.frontrange.edu/cof. Authorize COF each semester when registering for courses. VA pays for tuition and fees *after* COF is deducted. Failure to authorize COF could result in a balance (and payment hold on your eWOLF account) while FRCC requests COF fees from the VA. Note: COF reimbursement from VA is not guaranteed.

## 6. Veteran Services Data Sheet & Certification Request Form

❒ FRCC VA Data Form: This form is only required once, for students new to FRCC.

❒ FRCC VA Certification Request Form: This form is required yearly in the Fall.

❒ Submit a completed copy of both internal forms to your Veteran Services Counselor via email, fax or in-person.
  ✓ **FRCC Veterans Services Counselor must have a copy of these 2 documents for FRCC certification.**

## 7. Meet with the Veteran Services Counselor at Your Campus

❒ Plan your degree program. Receive transfer advising. Review compliance guidelines for VA Benefits

❒ Review your assessment testing results (Accuplacer testing available in testing center)

❒ Bring unofficial transcripts from previous colleges/universities
  ✓ **If you attended college(s) prior to attending FRCC, you must have your official transcripts mailed directly from your previous school(s) to FRCC's Office of Admissions & Records – this must be complete before your 3rd semester at FRCC in order for you to continue being certified. In addition, you must complete a Transfer Credit Evaluation Request Form with the office of Admissions and Records.**

❒ Once you are registered for classes, notify your FRCC Veteran Services Counselor for approval. Certification takes place up to 3 weeks after approval. VA Certification only happens with FRCC Veteran Services Counselor approval and complete documentation.