



VETERANS AFFAIRS ENROLLMENT CHECKLIST

The list below describes and links the different steps in our enrollment process at Atlanta Technical College. If you need further assistance, please contact the Veterans Department at **404-225-4022/4718** or visit our Veteran Center located in Building D Room 1102. You can also email your SCO at **Veterans@atlantatech.edu**

PRE-ACCEPTANCE TO ATLANTA TECHNICAL COLLEGE

- Apply to **Atlanta Technical College**.
Application fee \$25 (non-refundable).
 - Ask us how to qualify for an application waiver!
 - _____ (*my major*)
- **Submit Proof of Residency:** Valid Georgia Driver's License. Out-of-State students discharged within three last years should submit form DD214.
- **New Student** (*Never used Education Benefits*) * *If you have not already, please apply online with the VA.*
 - Visit www.va.gov **Education tab > Apply for Education Benefits**
- **Transfer Student** (*Attended college and received VA benefits*) * *Please complete VF 22-1995 or VF 22-5495 * if not already completed online with VA.*
 - Visit www.va.gov **Education tab > Change your current education benefits**

- **Placement Testing:** Accuplacer testing requirements are currently being waived for all applicants. Applicants who earned a 2.6 cumulative high school GPA will be eligible to enter associate degree programs. Applicants who earned a 2.0 cumulative high school GPA will be eligible to enter all certificate and diploma programs. Additional requirements will need to be met to be accepted into competitive health programs.

HOW TO GET MY ENROLLMENT CERTIFIED TO VA?

- Acceptance to ATC!
_____ (*my start date*)
- When accepted, schedule an appointment for academic advisement and registration with your Student Success Advisor.
- Attend Veterans Affairs Information Session.
_____ (*my date*)
- **After class registration**, submit the following to Veterans Affairs Specialist (**SCO**):
 1. [Veteran's Information Form](#)
 2. [Veteran's Statement of Understanding \(SOU\)](#)
 3. [Enrollment Certification Request \(Webform\)](#)
 4. Completed course schedule.
 5. Certificate of Eligibility (COE) or Copy of E-Benefits e-confirmation page.

DOCUMENTS REQUIRED

- Request **all** college and military transcripts.
 - [Army Personnel Website: http://aarts.army.mil](http://aarts.army.mil)
 - [Navy Personnel Website: https://smart.navy.mil](https://smart.navy.mil)
- Proof of High School/GED completion with an official transcript.
 - Applicants who have completed a minimum of 30 semester or 45 quarter hours at the degree level may submit official college transcripts in lieu of the high school or GED transcript. We must receive transcripts from ALL previously attended colleges/universities in a sealed envelope from the receiving institution. You may also have your transcripts sent electronically.



HOW TO PAY FOR ATLANTA TECH?

- All students may apply for Free Application for Federal Student Aid (FAFSA) to qualify for Federal and/or State aid grants:
 - **FAFSA** <https://studentaid.gov/h/apply-for-aid/fafsa> (school code: 008543).
- **Chapter 30, 32, 1606, 1607, and 35:** Students are responsible for paying tuition and fees by the **payment deadline**.
 - Check my Financial Aid Status on Banner Student Web for live updates.
 - Email your Financial Aid Specialist (assigned by last name).
- **Chapter 33:** Vets receiving Post 9/11 benefits may be placed on a *Veteran Deferment Plan*, as the VA pays tuition and fees directly to the College. If you receive less than 100%, the remainder balance is due by the **payment deadline**. **Failure to provide proof of POST 9/11 benefits will result in Veteran paying full tuition and fees by deadline.*
- **Chapter 31:** Veterans receiving Veteran Readiness and Employment must have a current VA Form 28-1905 on file from VRC. **Failure to provide VF28-1905 form will result in Veteran paying full tuition and fees by deadline.*
- **Chapters 30, 35 & 1606** students in Diploma & Certificate Programs must verify attendance month via: WAVE (Web Automatic Verification of Enrollment) by phone: 1-877-823-2378

HOW TO PURCHASE BOOKS?

- ALL Students may visit the on-line ATC Bookstore if they have **financial aid credit on their account summary**. Please note this option may be available the first two weeks before the start of school if Financial Aid steps are completed by the priority deadline.
- ALL Chapter 31 students may visit the Bookstore to purchase required books and supplies approved on by their VR&E Counselor.
- Eligible Chapter 33 students will receive their \$500 book stipend **directly** from VA once their enrollment certification is processed by Veterans Affairs.

MY VA TEAM

- Ms. Bernita Banks, *Veteran Services Coordinator*
Email: bbanks@atlantatech.edu Phone: 404-225-4022
Location: Veterans Center, D1102 (A)
- Mrs. Angela Hardaway, *Veterans Affairs Specialist (SCO)*
Email: veterans@atlantatech.edu Phone: 404-225-4718
Location: Office of Financial Aid
- Mr. Thomas Peoples, Student Success Advisor *Email: tpeoples@atlantatech.edu Phone: 404-225-4555*
Location: Student Success Center, C1113 (I)

HOW TO CONTACT VA?

Phone: 1-888-GIBILL-1 or **Ask a Question Online:** visit www.gibill.custhelp.va.gov and click on “Ask a Question” or “Find Answers”).





GENERAL INFO FOR POST 9/11 STUDENTS

LICENSING AND CERTIFICATION TESTS:

Chapter 33 students may be reimbursed for one licensing or certification test. The reimbursement cannot exceed \$2,000. The test must be approved to receive VA benefits.

POST 9/11 AND CHAPTER 31 STUDENTS:

Tuition and fee payments are paid directly to the school.

STIPEND FOR BOOKS AND SUPPLIES:

Students may receive a stipend of up to \$1000 a year for books and supplies. The individual will receive a lump sum payment in the first month of each semester, at the rate of \$41.67 per credit hour up to a yearly total of 24 credits. NOTE: The amount of the monthly housing allowance and the book stipend will be prorated based on the percentage of maximum benefit payable to the student.

POST-9/11 GI BILL BENEFIT TIER

Amount of Eligible Post-9/11 Service	Percentage of Maximum Amount Payable
At least 36 months	100%
At least 30 continuous days on active duty and discharged due to service-connected	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months*	80%
At least 18 months, but less than 24 months	70%
At least 6 months, but less than 18 months	60%
At least 90 days, but less than 6 months	50%

NOTE: Service of 90 days, but less than 24 months does not include entry level and skill training. For service of 24 months and greater, members can include entry level ok skill training. *If you back out entry level and skill training and the aggregate days of service are still at least 730 days, then the entry level and skill training is included in the aggregate for determination of the level of benefit. If backing out entry level and skill training brings the person's service to less than 730 days, then it cannot be included in the aggregate for determination of the level of benefit.

BASIC HOUSING ALLOWANCE (BAH):

Active duty members and individuals training at 50% pursuit or less are **eligible** for a housing stipend. Members enrolled in online only education courses are eligible for half of their allowable allowance. The full BAH is payable for all pursuit that is more than 50% of full time pursuit, e.g., where 12 semester hours would be full time, the full BAH would be payable for all pursuit of more than 6 semester hours. **The housing allowance is paid monthly, directly to the member.** VA uses a 30-day month. Divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1st through the 15th, the student is certified 15 days and is entitled to 15/30ths of the full monthly benefit.

Training Time: All Chapters

VA benefits are paid based on training time certified by the school. At Atlanta Technical College, VA measures training as follows:

- 12 credits or more are full time
- 9-11 credits are ¾ time
- 6-8 credits are ½ time
- 4-5 credits are less than ½ time (<½-time)
- 1-3 credits are ¼ time or less (<¼-time)

PREVENT OVERPAYMENT AND DEBTS FROM THE VA:

1. Contact your VA Team if you are reported as a no show by your professor or withdrawn from classes.
2. Review your course schedule before add/drop period of each term.

