

MY FIRST TIME USING VETERANS BENEFITS CHECKLIST

Use this checklist if this is the **first time** you are using Veterans benefits at Harper College. Please submit all requested documents to the One Stop, Room A250, onestop@harpercollege.edu or fax to 847.925.6928.

◆ APPLY FOR BENEFITS

- ◆ Complete the [VONAPP](#) online application for FEDERAL benefits.
- ◆ There are separate applications for the Illinois National Guard Grant and Illinois Veterans Grant. You can find these on the Illinois Student Assistance Commission's website at www.isac.org. VONAPP does not apply to state benefits.

◆ APPLY FOR ADMISSIONS TO HARPER COLLEGE

- ◆ An application fee waiver fee is available through Admissions.

◆ MEET WITH AN ACADEMIC ADVISOR AND SUBMIT ACADEMIC PLAN

- ◆ This can be obtained during New Student Orientation or during your meeting with a counselor from the Academic Advising and Counseling Center.

◆ SUBMIT DD 214 (MEMBER-4 COPY)

◆ PROVIDE COPIES OF ALL CERTIFICATES OF ELIGIBILITY FOR ANY BENEFIT(S) USED AT HARPER

- ◆ Any time your eligibility changes, you should request a new Certificate of Eligibility and provide an updated copy to the college.
- ◆ If you are using the Illinois National Guard Grant, you are required to reapply for the benefit every academic year and we require a new Certificate of Eligibility every academic year.

◆ SUBMIT YOUR TRANSCRIPTS

- ◆ Contact Maxine Souza (msouza@harpercollege.edu in the Registrar's Office) regarding questions about Military Transcripts/transferrable credits.
- ◆ See Joint Services Transcripts (jst@doded.mil) about retrieving military transcripts.

◆ REGISTER FOR CLASSES

- ◆ Submit the online [Veterans Enrollment Certificate \(VEC\)](#).
- ◆ VECs must be submitted after registration for EVERY semester you intend to utilize benefits while enrolled at Harper. VECs should also be submitted any time a class is added or dropped from your schedule.

◆ PAYMENT COMMITMENT

- ◆ All students are required to make payment arrangements at the time of registration. Students that utilize Veterans benefits that are applied directly to Harper (see below) will **NOT** need to arrange payment methods at time of registration, however, if there is a remaining balance after your benefits have posted you will be responsible for covering those expenses. Those utilizing any Veterans benefits not listed below will be responsible for committing to a payment method at time of registration.
- ◆ Tuition benefits sent directly to Harper:
 - Chapter 33 Post 9/11 GI Bill
 - Chapter 31 Vocational Rehabilitation and Employment
 - Illinois Veterans Grant
 - Illinois National Guard Grant
 - MIA/POW Scholarship
 - Military Tuition Assistance

□ EXPLORE YOUR ELIGIBILITY FOR FINANCIAL AID FUNDS

- ◆ You can apply for Federal Financial Aid and Scholarship funds even if you are utilizing Veterans benefits.
- ◆ [Review and apply online](#) for Harper College scholarships.
- ◆ To be considered for Federal Financial Aid, complete the online Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Use Harper College's School Code **003961**.

Contact the One Stop, Building A, Room A250, 847.925.6710, onestop@harpercollege.edu if you need assistance or would like to speak with a Veterans expert.