

## Veteran Checklist

Thank you for your interest in Gordon-Conwell! We value the service that you or your family member(s) have performed and are eager to assist you in your effort to pursue seminary studies. Use this checklist to perform the necessary tasks required to be eligible to register for courses and apply your benefits accordingly. Visit the GCTS VA webpage to access hyperlinks.

### What We Do (School Certifying Officials- see contact information below)

The role of the School Certifying Official (SCO) is to certify your enrollment to the VA each term you are enrolled, reporting term dates, credit hours, full- or part-time status, tuition, fees, etc. The VA will use this information to disburse books and supply stipends, tuition and fee amounts, and to determine housing allowance. The SCO must also notify the VA of changes in enrollment.

### What You Do

- Apply* for admission to the Hamilton or Boston campus. Be sure to declare yourself as a veteran or dependent if you plan to use benefits to cover tuition and fees.
- Apply* for benefits online here: <https://www.vets.gov/education/apply/>.
- Submit* a copy of your CoE (Certificate of Eligibility) or printout of your WAVE Benefits or eBenefits Education pages to your VA School Certifying Official (SCO).
- Tuition Assistance students: see **"Tuition Assistance"** below.
- Apply* for financial aid by completing a [FAFSA](#) (Free Application for Federal Student Assistance).
- Visit* the [GCTS Financial Aid webpage](#).
- Meet* with a Financial Aid Counselor: make an appointment by calling the Financial Aid Office (978-646-4018) or emailing [finaid@gcts.edu](mailto:finaid@gcts.edu) to discuss state and federal aid possibilities, scholarships, and/or payment plans if your military benefit coverage is less than 100 percent, or if you will soon exhaust military benefits.
- Attend* Orientation to receive academic advising, complete tasks required for registration, and meet other students and staff.
- Schedule* a personal academic advising appointment with the assistant registrar to discuss course registration, degree requirements, transfer credit, and to plan out your degree program.
- Register & Certify*: register online for courses and contact your SCO to request certification for the term.

### Know Your Responsibilities

- Contact* your SCO before the start of each term to request enrollment certification.
- Notify* your SCO if you add, drop, or withdraw from a course, take a leave of absence or withdraw from the school, or make changes to your personal information (mailing address, phone). If you drop or withdraw from a course, you may be required to repay any VA/DoD money you received for these courses.
- Take* only required courses for your degree program; only these can be certified to the VA or paid for using Tuition Assistance.
- Notify* your SCO if you encounter personal issues that impede your ability to complete your studies satisfactorily or by the academic deadlines. The sooner we know, the more proactive we can be with recommendations.
- Understand* the impact of credit hours on certification enrollment (Chapter 33): benefits are distributed based on the level of enrollment you choose each semester (number of credits that are certified); be aware that the same number of months of benefit are used whether you are a full- or part-time student. Check current *Student Handbook* for status definitions.

### Contacts – GCTS School Certifying Officials

The Registration Office  
978-646-4551

[regstr@gcts.edu](mailto:regstr@gcts.edu)

*Serving Post 9/11 GI Bill and all other Chapters except VocRehab*

Financial Services Office  
978-646-4045

[finserv@gcts.edu](mailto:finserv@gcts.edu)

*Serving VocRehab, Chaplaincy, Tuition Assistance, and DMin*

## **Apply for Benefits**

Benefits pay for some or all of your educational expenses, which include tuition, fees, and books. Some benefits also provide a monthly housing allowance. The two sources of military benefits are the Department of Veteran Affairs (VA) and the Department of Defense (DoD). VA benefits are called the GI Bill®, and DoD benefits are called Tuition Assistance.

### Department of Veteran Affairs

Apply online (for all benefits except Chapter 35) here: <https://www.vets.gov/education/apply/> and upload documentation as needed, i.e., recent DD214, Notice of Basic Eligibility (NOBE), change of program or place of training request. Find FAQs at the [GI Bill Help Desk](#), call 1-888-GI-BILL-1 (442-4551), or use the [GI Bill Comparison Tool](#).

### Chapter 30 Montgomery Gill

### Chapter 31 Vocational Rehabilitation & Employment (VR&E)

### Chapter 33 Post 9/11 GI Bill

### Yellow Ribbon Program

### Chapter 35 Dependents' Educational Assistance Program

### Chapter 1606 Montgomery GI Bill Selected Reserve

### Chapter 1607 Reserve Educational Assistance Program

### Tuition Assistance

Military Tuition Assistance (TA) is a benefit for eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own application process, criteria for eligibility, and restrictions. For service specific information, see the links below and click on the comparison tool.

### Tuition Assistance DECIDE – Department of Defense Comparison Tool

- Army – [www.goarmyed.com](http://www.goarmyed.com) and [GOARMYED Federal Tuition Assistance Guide \(PDF\)](#)
- Air Force – <http://www.military.com/education/money-for-school/air-force-tuition-assistance.html>
- Marines – <http://www.marines.com/being-a-marine/benefits/education>
- Navy – [www.navycollege.navy.mil](http://www.navycollege.navy.mil)
- Coast Guard – <http://www.uscg.mil/>

*“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <http://www.benefits.va.gov/gibill>.*

## **VETERAN RESOURCES**

VA Regional Office  
PO Box 4616  
Buffalo, NY 14240-4616  
1-888-442-4551/1-800-827-1000

Boston Regional Benefit Office  
JFK Federal Building  
15 New Sudbury St.  
Boston, MA 02203

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