AUGUSTA TECHNICAL COLLEGE
ESTABLISHED 1961

A unit of the Department
of Technical and Adult Education

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Augusta, Georgia 30906
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Veteran/Dependent Enrollment Instructions

1. Apply for Benefits.

To apply for benefits for the first time, complete the VONAPP online at **www.gibill.va.gov**. *Please skip this step if you have already completed the VONAPP.*

A. **Veterans** and **Reservists** please use VA Form 22-1995 if you would like to request a change in your program or have used your benefits at another school. *(Available in the Financial Aid Office)*

B. **Dependents** or **Spouses** requesting Chapter 35: DEA please use VA Form 22-5495 if you are requesting a change in your program or have used your benefits at another school. *(Available in the Financial Aid Office)*

C. **Transients:** Please complete the attached certification request only and provide a copy of your transient permission form.

> Eligible students are responsible for paying tuition and fees upfront each semester (except for Chapter 33: Post 9/11 eligible at 100% --- In-State tuition only) and Vocational Rehabilitation students who have approved authorizations on file with Augusta Technical College Student Accounts, Financial Aid, and the bookstore. Please keep in mind that **YOU** are ultimately responsible for any unpaid tuition and fees. If you do not quality for 100% coverage, please be prepared to pay the difference at the time of registration to avoid being dropped for non-payment.

2. Complete the Admissions Process.

In order to request enrollment certification, you must be officially accepted into Augusta Technical College, declare a major (unless you are a transient), and have a finalized schedule for the semester. You must be **ACCEPTED** into a VA approved program (certificate, diploma, or associates degree) before any benefits can be processed. We **DO NOT** process Advanced Pay. VA **DOES NOT** pay for courses outside of your approved program or for a class that you have already completed and passed.

3. Submit Your Documentation to the Certifying Official.

After you have registered for classes, complete and submit the Veterans/Dependent Enrollment Certification Request form and a copy of your Student Detail Schedule, along with your supporting documenation to the certifying official, if applicable.

A. **Veterans/Dependent Enrollment Certification Request** form is available at the Financial Aid Office.

B. **How to Print the Student Detail Schedule:**

1. Sign into **Smart Web**
2. Click on **Banner Web** tab
3. Select **Student Services & Financial Aid** tab
4. Click on the **Registration** tab
5. Select **Student Detail Schedule**
6. Click on **Current Term**
7. Click on **Submit**
8. Print **Detail Schedule**

C. **Post 9/11, VRAP, or Vocational Rehabilitation** must provide documentation of eligibility (i.e. 28-1905, or Certificate of Eligibility). **Transients** must provide transient permission form.

> An e-mail confirmation will be sent to your smart web e-mail account within approximately 2-4 weeks after registration, once your information has been transmitted to the Department of Veterans Affairs (DVA) for processing.
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> The DVA requires a minimum of 30 days to process claims once enrollment has been sent from ATC.
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> ***Post 9/11*** initial reporting consists of HOURS ONLY... tuition will be reported at a later date.
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> VRAP students must be enrolled full-time during the entire enrollment period to qualify for benefits.
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> Chapters 30, 1606, 1607, and VRAP benefit recipients are responsible for verifying enrollment via WAVE (Web Automated Verfiication of Enrollment) at the end of each month within the certified enrollment period by visiting https://www.gibill.va.gov/wave/index.do or by calling 877-823-2378 to certify continuous enrollment and avoid payment delays.