

## Guide to Receiving VA Benefits at TCL

It all starts with the VonApp, visit [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov) and complete an application.



### New and Continuing Vets

1. Complete "Application for Educational Benefits form 22-1990."
2. Submit a copy of the application, or Certificate of Eligibility to the VA Certifying Official.
3. If you were receiving benefits at another school, you must fill out a "Request for Change of Program or Place of Training" form 22-1995.
4. It is not necessary for continuing VA students to submit a certificate of eligibility each year, however, each semester you register, you must submit to the VA Certifying Official a copy of your class schedule.  
Once received, the Official will send your enrollment to the VA within two weeks.
5. Both new and continuing VA students, are required to report schedule changes IMMEDIATELY. Failure to do so may result in owing funds to the VA and/or TCL.



### Dependents of Disabled Vets

1. Complete an Application for Survivor's and Dependent's Educational Assistance form 22-5490.
2. If you were receiving benefits at another school, you must fill out a "Request for Change of Program or Place of Training" form 22-5495.
3. For each semester you register for classes, you must submit to the VA Certifying Official a copy of your class schedule. Once received, the Official will send your enrollment to the VA within two weeks.
4. You are required to report schedule changes IMMEDIATELY. Failure to do so may result in YOU owing funds to the VA and/or TCL.



### Transferring VA Benefits

1. For Veterans transferring benefits to a dependent or spouse, you must complete the *Transfer of Entitlement Benefit form (TEB)*. If the TEB is approved the person now receiving the benefits must complete a **form 22-1990e Application for Educational benefits and follow steps 4-6 above**.
2. If you were receiving benefits at another school, you must fill out a "Request for Change of Program or Place of Training" form 22-1995.

## REGISTER EARLY TO AVOID CERTIFICATION DELAYS!

### Contact Your Certifying Official Jessica Enders:

In Person: TCL Financial Aid Office: Coleman Hall, (Bldg 2), First Floor  
Email: [jenders@tcl.edu](mailto:jenders@tcl.edu)  
Phone: 843-470-6053

### Special Notes:

- ✓ All course work must be within your program of study, please schedule an appointment with your academic advisor.
- ✓ Certifications will be delayed if YOU fail to turn in a copy of YOUR class schedule EACH SEMESTER.
- ✓ If you have any questions **concerning your benefits, please contact the VA at 1-888-442-4551.**
- ✓ If you are verifying your enrollment for the month **(Chapters 30, 1606, and 1607), please call 1-877-823-2378.**