

# NEW to MCG DEPENDENTS' CHECKLIST

## For military dependents who have used their VA Education Benefits before, but not at McLennan

### VA FORM 22-5495 (Change Program/Place of Training) COMPLETED ONLINE

- Go to <https://www.va.gov>
- Click on "How to apply".
- Scroll to middle of page and, select "Updating my current education program, then select from the three choices, and then Apply Now. Complete and submit the form as instructed.
- The VA will mail your letter/certificate of eligibility within 6 - 8 weeks. (See final checklist item.)

### ACADEMIC ADVISING COMPLETED; DEGREE PLAN & CLASS SCHEDULE SELECTED *The VA*

*will not pay for:*

- classes which are not on your degree or certificate plan/program.
- remedial classes without placement test scores, or online remedial classes.
- classes which have already been passed, at McLennan or elsewhere. (A letter grade of D is considered passing in almost all cases.)
- courses from which you withdraw without mitigating circumstances.
- internship courses for federal employees and the self-employed when their place of business is used as the training site.

### McLENNAN REQUEST FOR BENEFITS (RfB) COMPLETED & SUBMITTED ONLINE:

<https://mclennan.wufoo.com/forms/z2x5v1l0km4oqi>

- Do not complete until classes are enrolled in classes and schedule is final.
- **This must be done EVERY SEMESTER in order to receive benefits at McLennan.**

### VA LETTER/CERTIFICATE OF ELIGIBILITY SUBMITTED TO McLENNAN VA SPECIALIST

A letter of eligibility for Ch. 35 must be submitted to the VA Specialist's office during the first semester in which the student is enrolled. Benefits will not be processed for any subsequent semester until a letter/certificate of eligibility has been received.

**McLennan VA Specialist's Office ADM 212 [veterans@mclennan.edu](mailto:veterans@mclennan.edu) Ph:  
254-299-8432 Fax: 254-299-6215**

<b>How do I submit documentation?</b>	Documents such as your letter of eligibility may be submitted in person ( <b>McLennan main campus, ADM 212</b> ), faxed ( <b>254-299-6215</b> ), mailed ( <b>MCC VA Office, 1400 College Dr., Waco, TX 76708</b> ), or scanned and emailed to <a href="mailto:veterans@mclennan.edu">veterans@mclennan.edu</a> .
<b>How do I receive VA funds?</b>	<p>When you complete the Request for Benefits (RfB) online each semester, it alerts McLennan's VA Specialist, who will certify all eligible classes with the VA Education Office in Muskogee, OK (using VA form 1999). The VA will process this certification and set up monthly payments directly to you for the enrollment period (semester). You will be paid at the end of each month of enrollment.</p> <p>Because the VA does not pay until the end of each month of enrollment, <b>you must make sure your classes are paid for through another means such as federal financial aid or a payment plan <u>before</u> the payment due date for each semester.</b></p>
<b>Can I get paid via Direct Deposit?</b>	<p>Yes! The VA strongly recommends this. If you had Direct Deposit with the VA at your former school, it will remain the same at McLennan, unless you enter new account and routing numbers when completing your 22-5495. If your account information changes, you can contact the VA Education Center at <b>888-442-4551</b> with your new account and routing numbers, or stop by the McLennan VA Specialist's office with the information, which can be faxed to the VA Education Center.</p>
<b>What if I have questions about my VA money?</b>	<p>Please direct all VA payment questions to the VA Education Center at <b>888-442-4551</b>. Unfortunately, McLennan's VA Specialist does not have access to payment schedules or information. Around the first of the month, phone waits may be long, but you may be able to automatically schedule a callback me.</p>
<b>How do I change my address with the VA?</b>	<p>When you complete your Request for Benefits (RfB) online, use your most up-to-date address information, which the VA Specialist will then update in the VA's online certification system. If your address changes during the semester, you may contact the VA directly at <b>888-442-4551</b>.</p>

# FREQUENTLY ASKED QUESTIONS

<b>What if I drop or withdraw from a class?</b>	<p>Changes in your schedule almost always affect your monthly spend, and may cause the VA to overpay you. The VA Education Center will determine these changes and notify you if you owe money to the VA. If you have questions regarding a debt/overpayment notification from the VA, the McLennan VA Specialist may be able to help you understand the letter, but cannot file an appeal, determine correct amount(s) due, or provide other payment information.</p> <p>If you withdraw from one or more classes due to what might be considered “mitigating circumstances,” the VA may partially or completely waive repayment of debts. Examples of mitigating circumstances which the VA may accept include: extended illness; severe illness or death in your immediate family; unscheduled changes in employment; or lack of childcare. Reasons the VA may NOT accept include: withdrawal to avoid a failing grade; dislike of the instructor; or too many courses attempted.</p> <p>The VA may ask you to supply evidence of your mitigating circumstance(s). Third party documentation such as medical records or a letter from your employer should be submitted directly to the VA Debt Management office from which you received the notice of overpayment/debt.</p>
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