

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

VETERANS EDUCATIONAL BENEFITS "GETTING STARTED" CHECKLIST

- 1) APPLY FOR YOUR VETERANS EDUCATIONAL BENEFITS:
- FILL OUT appropriate application at <https://www.vets.gov/education/apply-for-education-benefits/application/1990/introduction>
 - Print a copy of your application and bring to the VA Orientation. If you already have a Certificate of Eligibility, (COE) please bring that with you.
 - If you have a COE but cannot access it, log into or create an account with E-Benefits via <https://www.ebenefits.va.gov/ebenefits/homepage> print it and bring it with you.
 - If you are transferring your benefits from another educational institution, please be advised that you must resubmit all VA documentation to Cascadia, as requested, to start your file and begin using benefits here.
- 2) APPLY FOR ADMISSION AT CASCADIA
Apply online at https://csprd.ctclink.us/psc/cbf/EMPLOYEE/SA/c/IP_AD_MNU.IP_AD_LOGIN_CMP.GBL
- 3) Attend a VA Orientation with the VA Academic Advisor (The VA Orientation is a mandatory appointment to set up and use your VA benefits at Cascadia):
- Email veterans@cascadia.edu to schedule a VA Orientation
- 4) SUBMIT THE FOLLOWING DOCUMENTATION TO THE VA CERTIFYING OFFICIAL AT YOUR VA ORIENTATION:
- If you are Chapter 30, 31, 33:
- Certificate of Eligibility (COE)
 - Copy of DD-214, Member 4 version
 - Copy of VA form 28-1905 signed by case manager (Ch. 31)
- If you are Chapter 35 (survivors and their dependents) and/or Transfer of Eligibility (TOE) (Ch. 33):
- Certificate of Eligibility (COE)
 - Copy of the veterans DD-214, Member 4 version
 - Transfer of Eligibility (TOE) if applicable
 - A copy of the 100% totally and permanently disabled letter from VA
- If you are Chapter 1606/1607 (selected reserve/REAP):
- Certificate of Eligibility (COE)
 - Tuition Assistance Form
 - NOBE (Notice of Basic Eligibility) from Commanding Officer or Educational Services Officer
- 5) REQUEST OFFICIAL TRANSCRIPT OF ALL PRIOR EDUCATION (this includes transcripts from prior colleges and military training, including those before, during and after active duty):
- Requesting your military transcripts:
- NAVY, MARINES, ARMY & COAST GUARD TRANSCRIPTS <https://jst.doded.mil/smart/signIn.do>
 - AIR FORCE TRANSCRIPTS 334-953-2794 OR <http://www.au.af.mil/au/ccaf>
- Other prior education/schools (list below):
- Community College(s)/University(ies): _____

Official transcripts can be sent to: CASCADIA COLLEGE, 18345 CAMPUS WAY NE, BOTHELL, WA 98011

NOTE: ALL official transcripts must be submitted to Cascadia College before the end of your first quarter of enrollment. Cascadia reserves the right to request official transcripts prior to beginning classes, if deemed necessary. No further benefits certifications will be sent to VA if this requirement has not been fulfilled as requested by the College.

- 6) FILL OUT AND SUBMIT **TRANSCRIPT EVALUATION FORM AT VA ORIENTATION**
 - Found online at: <http://www.cascadia.edu/current/vets.aspx#vaforms>
- 7) WA Residents only: SUBMIT **VETERANS TUITION WAIVER REQUEST FORM** and proof of residency (driver's license, utility bill or rental agreement)
 - Found online at: <http://www.cascadia.edu/current/vets.aspx#vaforms>
- 8) TAKE THE **ACCUPLACER PLACEMENT** (exception: ACCUPLACER is waived if you submit transcripts showing successful completion (2.0 or above) of college-level English or Math (if taken within the last 24 months). See link: <http://www.cascadia.edu/apply/placement.aspx>

9) ONCE REGISTERED FOR CLASSES, SUBMIT THE FOLLOWING TO THE VA CERTIFYING OFFICIAL

All chapters:

- Veterans Quarterly Enrollment Form

This form is to be submitted every quarter once you register and your schedule is finalized Found online at: <http://www.cascadia.edu/current/vets.aspx#vaforms>

Chapters 30, 1606 or 1607, VERIFY YOUR ENROLLMENT EACH MONTH

***Verify your enrollment the last day of each month you are attending classes at www.gbill.va.gov/wave/index.do ***

ALL CHAPTERS:

Below is important information about some of the most commonly asked questions pertaining to your benefits.

a. AUDITS, WITHDRAWALS, NON-REQUIRED COURSES, AND REPEATS

The law prohibits payment for auditing a course or payment for any course for which a grade assigned is not used in computing graduation requirements. This includes repeats of grade of "D" or better (unless a higher grade is required); withdrawals; and courses which are not applicable for your declared degree objective. **This does not apply to repeats of required courses which you have failed.** If you are not sure, please contact the VA Certifying Official before repeating a course.

b. REMEDIAL AND DEFICIENCY COURSES

Remedial and deficiency courses are typically intended to assist individuals in overcoming weaknesses in particular areas of study at the secondary school level. Often, institutions will require the completion of certain deficiency courses without granting credit toward graduation. Basic English language or mathematics courses are authorized only when the need for training has been established by accepted testing methods (Accuplacer test scores). **Remedial and deficiency courses may not be taken in an online format. PLEASE NOTE: CHAPTER 30, 32, AND 33 PARTICIPANTS:** the student's entitlement will be charged for pursuit of these types of training. These courses are: **MATH075/085/095 AND OR ENGL096**

c. VETERANS SATISFACTORY ACADEMIC PROGRESS

All students receiving DVA Educational Benefits are required to maintain Satisfactory Academic Progress (SAP) according to published standards established and enforced by the College. **Title 38, United States code, Sections 1674 and 1724 requires that education assistance benefits to veterans and other eligible persons be discontinued when a student ceases to make satisfactory progress towards completion of his or her training objective. Therefore, Cascadia's Certifying Official will discontinue certification and will inform the DVA of this action.**

Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.