**Process for CUC Military Students with Federal Educational Benefits**

*Admission Process*

* All students must be admitted into an approved undergraduate or graduate certificate or degree-seeking program
* If students are unsure of which undergraduate program to pursue, Undergraduate Admission will guide them to the appropriate counselor (ADP or UG Admission)
* Official transcripts of military credits and prior learning credits, if any, must be evaluated by the Registrar’s Office
* All accepted military credits will be added to the student’s academic record by the Registrar’s Office

*Applying for Military Educational Benefits*

* Students utilizing their military educational benefits should apply with the Department of Veterans Affairs at least 30 days in advance. Access the application on eBenefits or by calling 800-827-1000. An application is required to use the benefits for the first time or to change schools/programs.
* Students utilizing Tuition Assistance (TA) must contact their military branch education advisor (ESO).
* Students utilizing Chapter 31 benefits (Vocational Rehabilitation) will need to have their VA Representative contact the VA liaison in the Office of Financial Aid for enrollment verification

*Military Education Benefits Process at Concordia-Chicago*

* Students using military educational benefits should speak with a VA liaison in the Office of Financial Aid at Concordia-Chicago.

Aida Asencio-Pinto (708) 209-3492 (VA Certifying Official)

* For the exception of Chapter 31 and Tuition Assistance, all students must submit a copy of the following documents:
* Certificate of Eligibility
* DD-214 (Some exceptions will apply)
* Enrollment verification will be processed on VA-ONCE for the following Chapters by VA Certifying Official (Aida Asencio-Pinto) in the Office of Financial Aid:
* Chapter 30 – Montgomery GI Bill
* Chapter 33 – Post 9/11 GI Bill (Veteran, Spouse or Dependent)
* Chapter 35 – Survivors & Dependents Educational Assistance Program
* Chapter 1606 – Montgomery GI Bill for Reserve Duty
* Chapter 1607 – Reserve Educational Assistance Program
* Chapter 31 – Vocational Rehabilitation
* Students using Tuition Assistance must submit:
* Authority for Tuition Assistance for each course approved
* Enrollment verification will be processed in the appropriate portal for each military branch
* All Tuition Assistance Programs for the different military branches (Active Duty and Reserves)

*Payment of Tuition*

* Payments to students from Chapter 33, Chapter 31 and TA Programs will be reduced from amount owed by student
* Payment arrangements will be necessary by student for any balance remaining and if using any other military educational benefit besides Ch. 33, Ch. 31 or TA.
* All students will be strongly encouraged to complete the FAFSA

*Enrollment or Program Changes*

* Students are responsible for notifying the VA Certifying Official of any enrollment changes or program changes during the semester
* Students are required to meet Satisfactory Academic Progress requirements as set by the University (Refer to the University Catalog)

*Deployment Orders While in School*

* Student must speak to the Dean of Student Services to complete the withdrawal or leave of absence process