Eligible students who have never used VA Benefits:

1. Students may apply online at www.ebenefits.va.gov. Apply for education benefits. The student may choose to complete a paper Form 22-1990, which is available at www.va.gov/vaforms, and submit it to the Department of Veterans Affairs. When applying for education benefits, students must determine which chapter of benefits they are eligible to receive. Students who do not know the chapter may call the Department of Veterans Affairs at 1-888-442-4551.
2. When the Department of Veterans Affairs approves the application, they will send the student a Certificate of Eligibility. The student must bring a copy of this letter to the Financial Aid Office in order for them to certify the student’s enrollment.
3. The student must bring a copy of his or her military transcript and transcripts from all prior post-secondary institutions to the Financial Aid Office. Military transcripts can be found at https://jst.doded.mil/smart/signIn.do. Click on REGISTER. Print transcript and summary. Air Force-CCAF can be requested at www.au.af.mil/au/ccaf/.
4. The student’s instructor must complete the Evaluation of Previous Education and Training. The student, instructor, and Financial Aid Office must all sign this form.
5. The student must bring a copy of his or her DD-214 (Member 4) to the Financial Aid Office.
6. Once the student has brought the approval letter, copies of all transcripts, a copy of the DD-214, and the Evaluation of Previous Education and Training to the Financial Aid Office, the Financial Aid Office will certify the student’s enrollment.

Eligible students who have previously used VA Benefits:

1. Students may apply for a change of place of training or program at www.ebenefits.va.gov. The student may choose to complete a paper Form 22-1995, which is available at www.va.gov/vaforms. The student should submit this form to the Department of Veterans Affairs and bring a copy to the Financial Aid Office.
2. Students who do not know which chapter they are eligible to receive can call the Department of Veterans Affairs at 1-888-442-4551.
3. When the Department of Veterans Affairs approves the application, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office.
4. The student must bring a copy of his or her military transcript and transcripts from all prior post-secondary institutions to the Financial Aid Office. Military transcripts can be found at https://jst.doded.mil/smart/signIn.do. Click on REGISTER. Print transcript and summary. Air Force CCAF can be requested at www.au.af.mil/au/ccaf/.
5. The student’s instructor must complete the Evaluation of Previous Education and Training. The student, instructor, and Financial Aid Office must all sign this form.
6. The student must bring a copy of his or her DD-214 (Member 4) to the Financial Aid Office.
7. Once the student has brought the approval letter, copies of all transcripts, a copy of the DD-214, and the Evaluation of Previous Education and Training to the Financial Aid Office, the Financial Aid Office will certify the student’s enrollment.

Students receiving Veterans Affairs Vocational Rehabilitation must contact VAVR at 405-951-3400 and complete Form 28-1905. The Financial Aid Office must have this form to complete your enrollment certification.

The student’s enrollment will be certified at the beginning of each term if the student remains eligible. If a student falls below the school’s attendance policy within the term (has more than 9% unexcused absences), then the student’s benefits will be terminated for the term. Students must also have a C average for the term to remain in good standing. Students who do not meet the attendance policy and do not have a C average for the term will be placed on probation for the following term. If the student fails to meet the standards for the next term, s/he will lose eligibility for VA Benefits at Francis Tuttle until s/he once again meets the standards. Students whose benefits are suspended have the right to appeal by writing a letter to the Financial Aid Office. The appeals committee will respond to the student’s appeal within 10 days.
Students may call 1-888-442-4551 to contact the Department of Veteran Affairs.

Eligible students who are dependents of veterans and have never used VA Benefits:

1. The student must complete Form 22-5490, which is available at www.va.gov/forms, and submit it to the Department of Veteran Affairs. Students may apply online at www.ebenefits.va.gov. When the Department of Veteran Affairs approves Form 22-5490, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office in order for them to certify the student’s enrollment.
2. When the Department of Veteran Affairs approves Form 22-5490, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office.
3. The student must bring a copy of complete transcripts from all prior post-secondary institutions to the Financial Aid Office.
4. The student’s instructor must complete the Evaluation of Previous Education and Training. The student, instructor, and Financial Aid Office must all sign this form.
5. Once the student has brought the approval letter, copies of all transcripts, and the Evaluation of Previous Education and Training to the Financial Aid Office, the Financial Aid Office will certify the student’s enrollment.

Eligible students who are dependents of veterans and have previously used VA Benefits:

1. The student must complete Form 22-5495, which is available at www.va.gov/forms. The student should submit this form to the Department of Veteran Affairs and bring a copy to the Financial Aid Office. Students may apply online at www.ebenefits.va.gov.
2. When the Department of Veteran Affairs approves Form 22-5495, they will send the student an approval letter. The student must bring a copy of this letter to the Financial Aid Office.
3. The student must bring a copy of complete transcripts from all prior post-secondary institutions to the Financial Aid Office.
4. The student’s instructor must complete the Evaluation of Previous Education and Training. The student, instructor, and Financial Aid Office must all sign this form.
5. Once the student has brought the approval letter, copies of all transcripts, and the Evaluation of Previous Education and Training to the Financial Aid Office, the Financial Aid Office will certify the student’s enrollment.

Students receiving Veterans Affairs Vocational Rehabilitation must contact VAVR at 405-951-3400 and complete Form 28-1905. The Financial Aid Office must have this form to complete your enrollment certification.

The student’s enrollment will be certified at the beginning of each term if the student remains eligible. If a student falls below the school’s attendance policy within the term (has more than 9% unexcused absences), then the student’s benefits will be terminated for the term. Students must also have a C average for the term to remain in good standing. Students who do not meet the attendance policy and do not have a C average for the term will be placed on probation for the following term. If the student fails to meet the standards for the next term, s/he will lose eligibility for VA Benefits at Francis Tuttle until s/he once again meets the standards. Students whose benefits are suspended have the right to appeal by writing a letter to the Financial Aid Office. The appeals committee will respond to the student’s appeal within 10 days.