

# Veterans Benefits

## AA\_AS\_VA\_05

Responsible Officer  
Mandy McLain  
Responsible Office  
Financial Aid  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Re-evaluation Date  
2021

### Policy Statement

Veterans who wish to receive educational benefits must apply for benefits by completing the Veterans Online Application at <https://benefits.va.gov/gibill>.

### Policy Procedures

The Certificate of Eligibility must be submitted to the School Certifying Official (SCO) no later than the first day of class. Each student is required to submit a new Certification Request to the SCO upon registration each semester. This is to be submitted to the SCO no later than seven days prior to the start of classes. These Certification Requests are available through Carolina University's School Certifying Official or the Registrar's Office. The School Certifying Office will compile the certification to the VA in conjunction with the following supporting documents:

- Student's semester schedule
- Student's copy of semester billing statement
- Student's copy of semester financial aid resources
- Disbursement Roster (copy) from the VA showing payment of requested funds