



CHECKLIST FOR VETERANS AFFAIRS (VA) EDUCATION BENEFITS

Apply for Veterans Affairs (VA) Educational Benefits by filling out the online application, VONAPP at www.gibill.va.gov. It is very important that you contact the **VA Call Center 1-888-442-4551**, if you have questions about your VA education benefits, before you make your benefit selection.

- Click Apply for Benefits>>> Click [Veterans On-Line Application \(VONAPP\)](#) >>> Create a new user ID and Password >>> fill out the application. (Hint: press the continue button at the bottom right hand screen through three different screens)
- If you changing a school or program be sure to complete **VA Form 22-1995**
- Put **International Air and Hospitality Academy** as the school name (for all of our programs)
- Select **Advance Pay**, make sure to hit **SUBMIT** – and to print a copy for your records!!
(**Advance Pay** is available for first time enrollments or when starting back to school after a break in continuous enrollment. You must request advanced pay no less than 30 days and not more than 120 days prior to the start of the quarter. (**Note: Advanced pay is not guaranteed**).

Submit the following Documents to the school

- DD-214 (member copy 4), not required for dependents. To order a replacement DD 214, contact the **National Personnel Records Center** at <http://www.archives.gov/veterans/> or by calling **1-314-801-0800** or **Toll Free 1-866-272-6272**.
- Current VA Benefit Eligibility Letter.
- Transcripts from all your pervious colleges/universities If you attended other college/universities,

Verify your Attendance/Enrollment to the VA at the end of every month

- You **MUST** contact the VA on or after the last day of every month to self-verify your enrollment status, except for CH 33 benefit. All programs at the school are full time. You may contact the VA at 1-877-823-2378 or online at <http://www.gibill.va.gov>, WAVE (Web Automated Verification of Enrollment) link to verify your enrollment.
- Chapter 35-NCD students are mailed a monthly verification form (VA Form 22-8979).

It is your responsibility to let IAHA Financial Aid Office know if you are withdrawing from your program or have any changes immediately!

- Any changes you make without notifying the Veterans Affairs/Financial Aid Office can adversely affect your pay.

*****Veteran Affairs Work-study jobs** - The VA offers part-time jobs to those receiving VA Educational Benefits and enrolled at least ¾ time or more. (All of our programs are full time) See a Veterans Affairs Office representative about the VA work-study program.