

You can also find out what classes you need to take for your academic program by logging into the myTyler Student Information System. Go to www.jtcc.edu, and click on myTyler at the top of the page to log in. Click VCCS SIS: Student Information System when the My Tools page displays. Next, click the Student Center link and then My Academics. You can then click View My Advisement Report to display your program requirements.

- **Get certified early.** Whether you receive a housing, book stipend or other monthly allowance, it pays to get certified as early as possible each semester to ensure the prompt payment of benefits.

Reminder: Students who pay tuition and fees directly to the College must do so before 5:00 p.m. on the Friday of the week in which they register for classes.

- **Keep JTCC Veterans Affairs informed of changes to your enrollment.** We realize that changes may occur. When they do, it is important that you notify the JTCC Office of Veterans Affairs to prevent the overpayment or underpayment of benefits that can jeopardize your eligibility or result in unnecessary debt.
- **Manage Your Money.** Make certain you are accurately accounting for the money you receive as the result of your GI Bill. Don't spend any money that you suspect may be an overpayment. If in doubt, contact the Department of Veterans Affairs at 888-442-4551 or the JTCC Office of Veteran Affairs.

NEED ADDITIONAL INFORMATION?

The staff in John Tyler Community College's Office of Veterans Affairs are available to answer your benefits-related questions at the locations and times below:

Chester Campus

13101 Jefferson Davis Hwy.
Chester, VA 23831
Moyar Hall, room M101

804-706-5213

Mondays: 8:00 a.m. – 7:00 p.m.
Tuesdays – Fridays: 8:00 a.m. – 5:00 p.m.

Midlothian Campus

800 Charter Colony Pkwy.
Midlothian, VA 23114
Academic Building, room B107a

804-594-1582

Wednesdays: 8:00 a.m. – 5:00 p.m.
Thursdays: 10:00 a.m. – 7:00 p.m.

Students may also e-mail questions or requests for certification to veterans@jtcc.edu using their VCCS/JTCC student e-mail accounts. Please include your student ID and a contact phone number in your correspondence.



www.jtcc.edu/veterans

Maximizing
Your VA
Educational
Benefits
at John Tyler
Community College



GET STARTED TODAY

At John Tyler Community College “military friendly” is more than just a phrase. We provide a variety of high quality programs at a low cost that can help veterans and their family members achieve academic and professional development goals.

You can use the following chapters of the GI Bill to continue your education at John Tyler:

- Post 9/11
- Montgomery GI Bill
- Dependent Education Assistance Program (DEA)
- Vocational Rehabilitation
- National Call to Duty
- Reserve Educational Assistance Program (REAP)
- Veterans Retraining Assistance Program (VRAP)

In addition to providing a variety of program options, the staff at John Tyler Community College’s Office of Veterans Affairs are veterans who have first-hand experience dealing with the many challenges military students may encounter.

The combination of experienced staff, diverse academic programs and explicit veteran-related guidelines make John Tyler an excellent choice for veterans, active duty service members and their families.

NEW STUDENTS

New students must complete the following steps:

- 1. Apply to the College.** Complete an application by visiting the JTCC web site (www.jtcc.edu) or by completing the hard-copy application form available at the Admission and Records office. Be prepared to provide documentation to

obtain in-state tuition rates if proof of Virginia residency is required.

- 2. Apply for VA educational benefits.** If you have never used your educational benefits, you can apply online at www.gibill.va.gov. Just follow the online instructions. Once you have applied for and received approval, you must provide a copy of the eligibility documentation to JTCC’s Veterans Affairs staff to use your benefit.
- 3. Meet with an academic counselor.** The Department of Veterans Affairs requires all students to be program placed within two semesters of school attendance. You should meet with an academic counselor to discuss available program plans, course selections and required placement testing prior to requesting VA certification.
- 4. Enroll in courses.** Only courses required for program completion will be certified.
Note: All GI Bill recipients except for students receiving Post 9/11 (Chap 33) at 100% eligibility or VocRehab (Chap 31) must pay their tuition and fees by 5:00 p.m. on the Friday of the week in which they register.
- 5. Get VA certified.** Visit the JTCC Office of Veterans Affairs to get VA certified. Our staff will ensure that your request for benefits payment is processed quickly and accurately.

CONTINUING AND TRANSFER STUDENTS

Continuing John Tyler students must ensure that selected courses meet program requirements prior to requesting VA certification from the Office of Veterans Affairs. Students are encouraged to meet with their program advisor or review their

Advisement Report via the myTyler student portal before making course selections.

As an option, continuing students may submit a request for certification via e-mail to veterans@jtcc.edu. Please provide your name, student ID and a contact phone number when submitting your request.

Transfer students who have used their GI Bill at another school must complete a Change of Program or Change of Location form before VA certification can be completed. A copy of the change documentation must be provided to JTCC VA staff. The change form used will depend on your eligibility.

ELIGIBILITY	CHANGE FORM
MGIB-AD – Chap 30 MGIB-SR – Chap 1606 Post 9/11 – Chap 33	Form 22 – 1995
Dependent Education Assistance (DEA) – Chap 35	Form 22 – 5495

QUICK TIPS FOR VA STUDENT SUCCESS

Students already using the GI Bill at John Tyler can maximize their benefits by following the tips below:

- **Meet with your academic counselor or your program advisor to determine courses that satisfy certificate or degree requirements.**

Remember, you can only receive VA education benefits for those courses that are required to meet program completion.