

Application Process

Students who have never received benefits

The application process can take up to six months to complete.

Application for Chapters 30, 33, 1606, and 1607 are available at <http://www.gibill.va.gov>, click on Education Benefits, click on Education Forms, and print the correct form. Make sure the degree you choose in Admissions matches the information you input on the VA form.

Chapter 30, 33, 1606, and 1607 – Form 22-1990

Chapter 35 – Form 22-5490

Other documents needed:

Chapter 30, 33, 1606, and 1607 – DD214 and NOBE

Chapter 35 – Copy of Veteran's DD214 and NOBE

All Chapters – Any prior college transcripts and degree plan in Admissions

The VA will correspond with the student about eligibility or other documents needed.

Transfer students who received benefits at another institution

Students who have received benefits at another institution, must submit a request to change schools. Go to <http://www.gibill.va.gov>, click on Education Benefits, click on Education Forms, and print the correct form.

Chapter 30, 33, 1606, and 1607 – Form 22-1995

Chapter 35 – Form 22-5495

Do not answer questions about direct deposit. The completed form is kept in the SAU Tech file. If completed online, please print off a copy for the SAU Tech office and sign.

To update direct deposit, print and mail form 22-0296.

Student Responsibilities

Know and understand the rules and regulations for receiving VA benefits. Information concerning benefits may be obtained through the VA web site.

Enroll in courses that apply toward your degree.

Only credits that apply toward completion of the student's program can be certified to VA. Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

Each term, request the VA Certifying Official to certify your enrollment with the VA by bringing in a copy of your schedule.

Before enrollment is certified with the VA, the degree audit will be checked to ensure the courses apply toward your degree.

If you change majors, you must submit a "Change in Place of Training and/or Program" form to the SAU Tech VA Certifying Official.

If you drop classes or withdraw from the University, the VA will be notified. As a result, you may be required to re-pay a portion or all of the benefits you received for the term.

Chapters 30 and 1606 are required to certify enrollment on the last day of each month either by calling the toll free number (888-442-4551) or logging on to the website.

Federal Tuition Assistance (75% National Guard Scholarship)

National Guard members may be eligible for Federal Tuition Assistance in the form of a scholarship in which the FTA pays 75%. The scholarship is credited to the student's SAU Tech account.

To apply go to www.virtualarmory.com (you will need a copy of your schedule and bill):

1. Log in
2. Click on Education
3. Click on Online Applications
4. Click on Application for federal tuition
5. At the bottom of the box click on continue
6. Follow instructions

Federal Tuition Assistance – www.virtualarmory.com
<https://minuteman.ngb.army.mil/benefits>

GTIP (GTAP)

GTIP is a state benefit for National Guard members. The amount of the benefit depends on many factors and could be between \$250 and \$1,000. The money is credited to the student's SAU Tech account.

To apply go to www.arguard.org

1. Click on Site Index (at top of page)
2. Click on Education Services
3. Click on Tuition Assistance (left side of page)
4. Click on GTIP
5. Print application and statement of standing
6. Fax or mail (information provided on form)



Veteran Affairs Information

Chapter 30 – Active Duty Military
Chapter 33 – Post 9/11
Chapter 1606 & 1607 – Selected Reserves/National Guard
Chapter 35 – Dependents & Spouses

Contacts

SAU Tech Certifying Officials

Kelly Montalbano, Administrative Specialist II

Phone: 870-574-4469

Email: kmontalb@sautech.edu

Administration Building, Room 148

Jennifer Williams, Financial Aid Officer

Phone: 870-574-4711

Email: jwilliam@sautech.edu

Administration Building, Room 148

VA Education Information – www.gibill.va.gov

Toll free: 1-888-442-4551

Monthly verification of attendance: 1-877-823-2378