



IMPORTANT ITEMS

1. Apply for VA benefits. Once applied, you will receive a letter of eligibility. Must provide a copy to VA certifying official.
2. Must meet with an academic advisor to go over class schedule and get approval for classes enrolled in for degree requirements.
3. Submit VA enrollment certification form, completed and signed by student and academic advisor.
4. Post 9/11 GI Bill benefits will be payed according to percentage of eligibility. If 100% eligible, will pay 100% of tuition and fees, receive BAH and book stipend. \$41.67 per credit hour certified up to 24 credit hours for the academic year with a max of \$1000 per year.
5. For Post 9/11- VA will pay the school directly the eligible tuition and fees amount. It will automatically be applied to the student's account. The student will receive the BAH and book stipend in check form or direct deposit.
6. In order to receive BAH, must be enrolled in 7 credit hours. 12 or more is considered full-time, 9-11 is $\frac{3}{4}$ time pay, 7-8 is half-time pay. 6 or less no BAH. (this is for 16-week semesters, summer hours differ)
7. If student drops a class during the 100% or 50% refund periods, student may be given the credit that the VA had pay and will require to pay the VA back.
8. If student drops classes and receives withdrawals for classes, VA will adjust student's BAH and may possibly owe the VA what they had already received.
9. All other GI Bill benefits receive monthly benefit payments paid directly to the student. The payment is made to the student for the number of days the student certified for the month. Student must certify enrollment at the end of every month to receive benefit. Call 1-877-823-2378.
10. Certain programs are approved by the Department of Veterans Affairs and student can only be certified for those programs.
11. A degree must be declared with the Office of Admissions and Records and student must be following their degree plan. Classes not approved for degree requirements will not be certified.
12. If academic plan changes, student must notify the Veteran Certifying Official and complete the VA form Change of Program.
13. In order to continue receiving any federal or state VA benefits, student **must** maintain a cumulative GPA of **2.0 or greater every semester**. If student fails to maintain this, a Standards of Academic Progress appeal form must be submitted and approved in order to receive benefits.
14. If appeal is denied, benefits will be terminated and the VA will be notified of termination.
15. For students using IVG, the tuition and mandatory fees will be covered and will automatically be applied to student's accounts 4 weeks into the semester. Lab or any other fees will not be covered by IVG. IVG does not cover books or supplies.
16. For students using ING, the tuition, comprehensive fees, and registration fees will be covered and will automatically be applied to student's accounts 4 weeks into the semester. You will be responsible for any balance after that. ING does not cover books or supplies.
17. Students may use financial aid assistance along with their VA benefits. If interested, apply at www.fafsa.ed.gov and visit our office to find out the next steps.

IMPORTANT CONTACT INFORMATION

For help with enrolling in courses and choosing schedule, contact academic advisor, Jennifer Blankenship. The phone number is (708) 656-8000 ext. 2297. Email is Jennifer.Blankenship@morton.edu.

For help with contacting instructors, contact administrative assistant Liliana Raygoza. She will get in contact with the appropriate dean. The phone number is (708) 656-8000 ext. 2330. Email is Liliana.Raygoza@morton.edu.

For help with VA benefits/financial aid, contact Blanca Martinez. The phone number is (708) 656-8000 ext. 2228. Email is Blanca.Martinez@morton.edu. Office hours: Mon-12:30pm-8pm, Tues.-Fri. 8:30am-4:30pm.

For questions about billing or balances, contact the Cashier's Office. The phone number is (708) 656-8000 ext. 2268.

For any other issues, contact our Director of Financial Aid/ Veterans Coordinator, Yolanda Freemon. The phone number is (708) 656-8000 ext. 2227. Email is Yolanda.Freemon@morton.edu.

Student ID: _____

Reviewed by: _____

Confirmed by: _____

Date reviewed: _____