

## Veteran Education Benefits Checklist

- Complete the Veteran Education Benefits Application online at [How To Apply For The GI Bill And Related Benefits | Veterans Affairs \(va.gov\)](#)
  - The VA will review your online application and mail you a Certificate of Eligibility (COE), typically within 30 days.
  - If a parent or spouse is transferring GI Bill benefits to you, they need to request a Transfer of Entitlement (ToE) from the VA.
  
- In the meantime, you may complete the necessary enrollment steps to attain admission into Helena College.
  - Complete an application at [Apply Now - Helena College](#)
  - Submit transcripts
    - Obtain Military Transcripts at [FAQ Army Corrections \(doded.mil\)](#)
  - Submit copy of 2 MMR vaccinations
  - Submit *official* high school transcript (mailed directly to the college from the high school), or HiSET
  - If out-of-state resident, complete the Choice Act Acknowledgment at [choice-act-request.pdf \(helenacollege.edu\)](#)
  
- Apply for the Free Application of Federal Student Aid (FAFSA) at [FAFSA® Application | Federal Student Aid](#) in order to apply for other federal financial aid, grants, student loans, and work study.
  
- Check your Helena College email **daily**. This is the College's official line of communication with you.
  
- Apply for scholarships at [Scholarships - Helena College](#)
  
- Complete the Notification of Intent Form **prior to each semester** online at [https://forms.office.com/pages/responsepage.aspx?id=4fH0GeNJ70CxSsIRAE6By9h\\_fL\\_GYvNEh5yNH\\_aumrFUMUVLMFJTU05ZNFizUTNJSUJOMjRGNzRBRIQICNO\\_PWcu](https://forms.office.com/pages/responsepage.aspx?id=4fH0GeNJ70CxSsIRAE6By9h_fL_GYvNEh5yNH_aumrFUMUVLMFJTU05ZNFizUTNJSUJOMjRGNzRBRIQICNO_PWcu).
  
- Submit a copy of the COE once obtained from VA to Valerie Curtin, Executive Director of Compliance & Financial Aid.
  - Office: Airport Campus, 2300 Airport Road

- Email: [Valerie.curtin@helenacollege.edu](mailto:Valerie.curtin@helenacollege.edu)
- Phone: 406-447-6913
  
- Enroll for classes with your advisor.
  - Greg Thompson oversees all veteran student registrations unless otherwise assigned.
    - Office: Donaldson Campus, 1115 N. Roberts Street
    - Email: [greg.thompson@helenacollege.edu](mailto:greg.thompson@helenacollege.edu)
    - Phone: 406-447-6938
  
- Once you have submitted all of the above information, Valerie Curtin will be able to certify your credits with VA. The VA will begin processing your benefits and preparing to distribute funds to you and/or the college. Please note, the VA can take up to 8 weeks to process and remit payment. (Payments from the VA are retroactive.)
  
- Note: there is a new law that requires a dual certification of your credits and tuition/fees. The first submission is with the number of credits and the second is after the 15th instructional day (not calendar days) of the semester to update any credits and then add the tuition and fee amounts. You might receive a notification that reads something similar to the following:
  - *Helena College reported that you were not charged tuition and fees for the certified enrollment period beginning January 17, 2023 and ending May 5, 2023; therefore, VA did not pay towards your tuition and fees.*

Please DO NOT be alarmed. This is due to the new law that requires the dual certification.

- Finalize your billing statement with the Business Office **prior to each semester**. Candice Miller, Student Accounts, will be able to assist you with finalizing your billing statement with VA benefits if necessary.
  - Office: Donaldson Campus, 1115 N. Roberts Street
  - Email: [Candice.miller@helenacollege.edu](mailto:Candice.miller@helenacollege.edu)
  - Phone: 406-447-6921
  
- Contact the VA for specific questions regarding benefits at 1-888-442-4551.