



admissions

Admissions and Records Office VETERAN AFFAIRS EDUCATIONAL BENEFITS CHECKLIST

New Students

Apply for admission to Oxnard College at www.oxnardcollege.edu/apply

First Step: If you have not- Apply online for your GI Bill benefits at www.gibill.va.gov

After VA processes your application, you will receive a Certificate of Eligibility in the mail from the VA, this may take up to 30 days to receive. Veterans may be able to access digital copy as soon as two-three weeks from application through your ebenefits.

Please bring this letter with you when you have all required documents to get certified.

Second step: Apply for Financial Aid. Complete the FAFSA online at www.fafsa.gov. You may contact Edlin Marquez, she is the Financial Aid contact person for Veteran students. You may reach her by calling (805) 678-5141 or by email at edlin_marquez1@vccd.edu.

Third Step: Make an appointment with the VA counselor by calling (805)678-5845. Appointments must be made every semester to get the Program Approval form. If you have attended any prior institutions, take an unofficial copy of your transcript with you to the counselor meeting and request official copy for Admissions and Records Office. Request official transcript by your 2nd semester! Students with outstanding transcripts at the end of their second semester will not be certified until those transcripts are received by Admissions and Records.

Fourth Step: If you are receiving Chapter 33 and 35 and have been given Veteran Priority Registration, you DO NOT need to pay immediately, **If you are not using the above, you must pay at the time of registration.**

Fifth Step: Turn in all documents below to the Admissions and Records Office once you are done finalizing your class schedule. Paperwork cannot be accepted for certification no earlier than 30 days from the start of the term. Please contact the admissions and records office for confirmation of acceptance date.

To comply with the VA regulations, official transcripts from all previous colleges, universities, or military service must be on file in the Admissions & Records Office by your **second semester** before your benefits can be recertified.

PLEASE BRING IN TO THE ADMISSIONS AND RECORDS OFFICE:

- Certificate of Eligibility for the Chapter of benefits that you are eligible for
- DD-214 if you were on active duty or DD-2384 Notice of Basic Eligibility (NOBE) if in reserve
- Educational Program signed by the VA counselor (2 forms for new students and new major change).
- Veterans Agreement, enclosed

If you change your major, you must complete a NEW Educational Program with the VA counselor. Call the Counseling Office at (805) 678-5845 to schedule an appointment with an academic counselor.

Additional information regarding using your benefits and getting started is available on-line through the Oxnard College Admissions and Records website at: <http://www.oxnardcollege.edu/gibill>.

Call the Admissions and Records Office at (805) 678-5810 if you have additional questions.



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4000 S Rose Ave, Oxnard, CA 93033

PHONE: (805) 678-5810

VA EDUCATIONAL BENEFITS AGREEMENT & REQUEST FOR CERTIFICATION

Section 1: Type of Benefits

- Select 1: Veteran Dependent
- Select 1: New Student Continuing Student Returning Student
- Select 1: Ch.30 Ch.31 (Voc Rehab) Ch.33 (Post 9/11) Ch. 35 Ch.1606 Ch.1607

Section 2: Request for Certification

Term (Select Only 1): Spring 20____ Summer 20____ Fall 20____

Name: _____ 900 _____
Last First MI

Current Address: _____
Street / PO Box Apt # City Zip Code

Phone: (____) _____ - _____ Last Semester Attended at VCCCD: _____
Term Year

Major: _____ Change in major? _____ Units Enrolled: _____

Have you used your benefits before? _____ Where? _____ When? _____

Section 3: VA Educational Benefits Agreement – Read and Sign

- It is my responsibility to turn in this form to Admissions & Records with my **CURRENT EDUCATION PLAN & SCHEDULE** every semester that I wish to be certified for.
- I must have my COE or Statement of Benefits and DD-214 turned into Admissions & Records before I will be certified I must have my official transcripts from all previous institutions and/or military service turned in to Admissions & Records by my second semester before any future certifications can occur.
- I will only be certified for classes on my Education Plan.
- Any changes to my schedule will be reported to counselor and VA which may affect my benefits.
- I am financially liable for tuition and fees not covered by VA.
- I am not repeating any college credit course that I have successfully completed.
- I will be in regular attendance for all classes I am certified for.
- I understand that taking short term/accelerated courses may affect the amount of benefits I receive.
- I understand that if I am receiving Chapter 33 benefits, and enrolled in **ONLY Online** classes, I **will not** receive my full Monthly Housing Allowance.
- I understand that if I am receiving Chapter 33 benefits, it is my responsibility to self certify with VA every month to continue Monthly Housing Allowance.
- I understand that if I do not maintain a 2.0 GPA for three consecutive semesters VA will be notified, resulting in withdrawal of Education Benefits.
- I understand that communication regarding my certification will be done through myVCCCD email.

I hereby authorize the Oxnard College SCO to release information from my personal and veteran records to authorized personnel at the Veteran's Administration Office and/or my secondary school as necessary and agree to abide by the terms listed above.

Student Signature: _____ Date: _____

A&R Office Use Only: VAONCE (Initial): _____ SGASTDN (Initial): _____ LIST (Initial): _____ Date: _____