MOORPARK COLLEGE
VETERANS SERVICES EDUCATIONAL BENEFITS CHECKLIST
CONTINUING STUDENTS

FIRST STEP: Apply or re-apply for your Financial Aid at www.fafsa.ed.gov. Remember this is Grant money that does not need to be paid back and can be used along with your G.I. Bill benefits.

SECOND STEP: REGISTER AND PAY FOR CLASSES. Do not submit your paperwork until your schedule is complete (no more changes, adds, or drops) to prevent untimely delays in payment of your benefits. Chapter 33 students may apply for a refund up to their eligibility percentage when the VA pays the school.

THIRD STEP: Make an appointment with the VA counselor to update your VETERANS EDUCATIONAL PLAN and receive approval of your new semester classes.

FOURTH AND FINAL STEP: VISIT THE MOORPARK COLLEGE VETERANS OFFICE TO DO THE FOLLOWING:
- Fill out the Statement of Understanding (every semester after registering for classes)
- Fill out the Request for Certification (blue card)—every semester after registering for classes
- Go to and request a refund at the Student Business Office (Chapter 33/Post 911 only)

Important Information:

- To comply with the VA regulations, official transcripts from all previous institutions or military service must be on file by your second semester before any future certifications can occur.
- You MUST notify the Veterans Certifying Official immediately of any enrollment changes.
- You MUST complete a new Educational Plan with a counselor if your major changes.
- If you receive benefits under Chapter 30, 32, 1606/1607 you will need to verify your enrollment on the last day of every month. You can do that at www.gibill.va.gov/wave or by phone at (877) 823-2378.
- Always update your mailing address and email if these change. This can be done at your myvcccd.edu portal.
- You MUST make an appointment and meet with the VA counselor to update your educational plan prior to the start of the new semester; then you MUST submit your Statement of Understanding and blue card to the VA Certifying Official every semester that you want to be certified for educational benefits.
- OFFICE HOURS: Monday and Thursday 8:00 a.m.-5:00 p.m., Tuesday and Wednesday 8:00 a.m.-7:00 p.m. and Friday 8:00 a.m.-12:00 p.m.