

INTRODUCTION

This institution is approved to offer GI Bill educational benefits by the Virginia State Approving Agency. This brochure is designed to serve as a guide and to answer common questions you may have. It is not, however, all-inclusive. For any additional questions, please contact your State Certifying Officer (SCO) located in the Financial Aid Office at (804) 862-6260 for further assistance.

We are here to help to make your decision to attend college a rewarding experience! The benefits you have earned as a result of your military service will assist you in making your goals a reality. SO LET'S GET STARTED!!!!

GET QUALIFIED

HOW DO I FIND OUT ABOUT BENEFITS?

Go to:

<https://www.benefits.va.gov>

to explore which benefits for which you may qualify.

WHAT IF I AM TRANSFERRING FROM ANOTHER SCHOOL?

Go to:

https://www.benefits.va.gov/gibill/handouts_forms.asp#educationforms to complete a Request for Change of Program or Place of Training form

WHAT ARE SOME BENEFITS?

Depending on the program qualification, you **may** be eligible for:

- Tuition
- Fees
- Book Stipend
- Monthly housing allowance (MHA)

WHAT DOCUMENTS DO I NEED?

- DD-214 if applicable (1 time only)
- Certificate of Eligibility (COE)-first time you enroll
- Copy of Academic Grid-each semester
- Copy of Schedule/bill- each semester

A GI certification may be submitted as soon as classes are open for registration. All students will be initially certified for 0.00 hours until the official add/drop period ends. Please visit your SCO at the end of the add drop period to make sure your hours are properly reflected for "official certification.

OTHER FINANCIAL AID

In addition to your VA benefits, you may apply for other federal financial aid by completing the FAFSA for the academic years you plan to attend. The application is free and may supplement your cost of education. You may apply at www.fafsa.gov.

Federal aid may include grants and loans depending on your submitted information. If there are external scholarships that you are projected to receive, please notify your SCO in the financial aid office. Please ensure that you complete the FAFSA for the intended year of enrollment. The application can be completed starting in October of each academic year.

You should list Richard Bland as a school of choice with school code 003707 to ensure that we receive your processed application. If you are selected for a federal process of "verification", you may be contacted for additional information by our verifying partner **Inceptia** and as a result may be required to provide additional information.

Certification and Payment

Once you have been admitted and have registered, contact your SCO and provide your Certificate of Eligibility (COE) to have your courses certified for the semester to activate benefits. Report any add/drops immediately for adjustment to prevent your indebtedness for overpayment.

BOOKS

Richard Bland is committed to assisting students to be prepared for the first day of classes. With this in mind, book vouchers are available for qualified students once the semester begins.

Please visit <https://www.rbc.edu/> for details each semester or contact the business office for updates.

The voucher can only be used for purchases in the RBC bookstore. Final charges will be based on actual purchases and will appear on your student account.

Grievance Procedure

"The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov

Checklist

Checklist

- Apply for admissions at RBC
www.rbc.edu/admissions
- Apply to utilize your GI- Bill
<https://www.benefits.va.gov/gibill/>
- Obtain Certificate of Eligibility (COE)
- Present COE to School Certifying Officer (SCO)
- Decide on Degree Program
- Register for Classes

Helpful numbers

Admissions	804 862 6100 ext 6249
Financial Aid / SCO	804 862 6260
Registrar	804 862 6100 ext 6247 Registrar/Records
Business Office	804 862 6100 ext 8100
VA/benefits	800 827 1000
FAFSA	800 433 3243

For more detailed information on veterans information please visit.

<https://www.rbc.edu/admissions/costs-financial-aid/financial-aid/veterans-benefits/>

Programs for which you may qualify

GI PROGRAMS

- **Chapter 30 MGIB (Montgomery)**
- **Chapter 31 Vocational Rehab**
- **Chapter 32 VEAP**
- **Chapter 33 Post 9/11**
- **Chapter 35 DEA/or FRY**
- **Chapter 1606 MGIB-reserves**
- **Chapter 1607 REAP**
- **VA National Guard**

OTHER PROGRAMS

- **Tuition Assistant T/A**
- **VMSDEP (Virginia state program)**

REMEMBER

- ◆ Apply for FAFSA by March 1st of each year at (www.fafsa.gov)
- ◆ Go to <https://va.gov/> to learn about benefits and apply.
- ◆ Contact your RBC SCO (school certifying officer) to present your Certificate of Eligibility and inform of any changes to your schedule including adding, or dropping classes.

Richard Bland College Of William & Mary Office of Financial Aid

Veterans Services And YOU



**11301 Johnson Road
South Prince George,
VA 23805
(804) 862-6260
(804) 862- 6189 Fax**