



Richard Bland College

RBC Veteran Services is dedicated to helping veterans and their families use their benefit to support their college expenses. We recognize and appreciate the sacrifice of those who have served in the United States Armed Forces and are most honored to assist you in utilizing your benefits to your best advantage.

Steps on how to use your educational benefits:

1. Apply online to Richard Bland College

- ☐ Apply at <https://www.rbc.edu/admissions/rbc-admissions-application/>
- ☐ Verify domicile for in state tuition with VIT form
- ☐ ***Optional*** Financial Aid may be used in conjunction with GI Bill benefits. Apply at www.studentaid.gov (School Code: 003707)

2. Apply to utilize your GI-Bill

- ☐ If you have not applied for Veterans Benefits, you may do so at <https://www.benefits.va.gov/gibill/>.
- ☐ If you are Active Duty or National Guard and utilizing Tuition Assistance; you must provide the TA Authorization Form to the RBC Business/Cashier's Office.

3. Apply to utilize your Virginia Military Survivors and Dependent Program Benefit (VMSDEP)

- ☐ If you are the spouse or child of a military service member killed, missing in action, taken prisoner, or who became at least 90% disabled as a result of military service in an armed conflict, you may qualify for this benefit.
- ☐ If you have not applied for VMSDEP, you may do so at: <https://vmsdep.dvs.virginia.gov/user/login>

4. Speak with Our Veteran's Affairs Certifying Official (Office of Student Financial Aid)

- ☐ Once your application is processed you should receive the COE (Certificate of Eligibility) which will be needed by RBC's certifying official.
- ☐ Once you have received or Approval notification from VMSDEP, you should submit that information to the RBC's certifying official.

Ronika Jarratt

rjarratt@rbc.edu or Financialaid@rbc.edu

(804) 862-6260

5. Meet with a Learner Mentor /Counselor

- ☐ Your Learner Mentor will help you determine whether you will need to Take placement test and help register you for classes. Please call (804) 862-6100
- ☐ Provide a copy of your class schedule to the Certifying Official.

6. Protect Your Classes

- ☐ Complete payment arrangement if your benefits do not cover all costs.
Make sure you have payment arrangements in place so that your classes don't get dropped.

7. Transfer Students

- ☐ Provide a copy of current Certificate of Eligibility (COE) to the Certifying Official
- ☐ Complete form ***VA 22-1995 Change of Program Place of Training***

8. Guest Students: students attending another college or university wanting to take a transfer course here at RBC need to provide:

- ☐ Guest Letter (supplemental letter from the parent school)
- ☐ Certificate of Eligibility (COE)

9. Maintain your eligibility

- ☐ Do not enroll in courses for which you have previously received a grade/credit (even if taken at another institution)
- ☐ Be advised, VA benefits do not cover courses that are taken outside of your approved curriculum.
- ☐ Notify the Veteran's Certifying Official if you:
 - * change programs,
 - * alter course load,
 - * withdraw from classes,
 - * add/drop classes
 - * do not enroll for a term that has been certified
 - * have exhausted your VA educational benefits
 - * or change addresses (An address change must also be report to VA)