

# VERMONT TECH

## VTC MILITARY CONNECTED STUDENT CHECKLIST

### APPLY FOR ADMISSION:

- Online at <http://apply.vtc.edu>

### Contact Information

Office of Admissions

P.O. Box 500

Randolph Center, VT 05061

Tel. 800-442-8821

E-mail: [admissions@vtc.edu](mailto:admissions@vtc.edu)

### VETERANS APPLY FOR EDUCATIONAL BENEFITS:

- Online at [www.gibill.va.gov](http://www.gibill.va.gov) and click on Apply for GI Bill ® Benefits. Follow the instructions on the web page. Choose from the following forms:
  - 22-1990 If you have served in the military and/or are applying for education benefits for the first time.
  - 22-1990E If you are a dependent using spouse or parent's Post 9/11 GI Bill ® benefits
  - 22-1995 Veterans changing schools.
  - 22-5490 If you are a dependent (spouse or child) of a deceased or 100% disabled Veteran applying for education benefits for the first time.
  - 22-5495 If you are a dependent changing schools.

If you need assistance with this process you can contact the Vermont Office of Veterans Affairs at 802-828-1082. Additional information on Education Benefits and other services for Veteran's can be found at <http://veterans.vermont.gov/benefits>

### GI Bill ® RECIPIENTS:

Submit your Certificate of Eligibility Letter to the VTC Veterans Certifying Official in the Registrar's Office. (Note: This letter will be mailed to you by the VA once they have processed your application for VA benefits). If you are a dependent using a family member's benefit, you will also need to provide their Military Connected family members Social Security Number or VA File number. Your Veteran's Educational benefits will be certified at the end of the Add/Drop period. Please note that the typical time between application for benefits and notice of eligibility from the VA is approximately 4-6 weeks. The typical time for receipt of benefits after school certification is 4-12 weeks. In order to receive your benefits in a timely manner, please plan accordingly.

### Contact Information:

Veteran's Certifying Official

Patricia Gast

Tel. 802-728-1302

Shelly S Russ

Tel: 802-728-1303

Dwight Cross

Tel: : 802-728-1250



E-mail: [registrar@vtc.edu](mailto:registrar@vtc.edu)

E-mail: [registrar@vtc.edu](mailto:registrar@vtc.edu)

E-Mail: [dcross@vtc.edu](mailto:dcross@vtc.edu)

### MILITARY SPOUSES RECIPIENTS:

If you will be utilizing Military Spouses benefits, once you've registered for classes, you need to submit your paperwork to VTC's Student Accounts Office by the first day of classes in order to avoid being dropped from classes.

### Contact Information

Student Accounts Office

Marla Tillberg



Tel. 802-728-1301

E-mail: [VTCStudentAccounts@vtc.edu](mailto:VTCStudentAccounts@vtc.edu)

### TUITION ASSISTANCE RECIPIENTS:

If you will be utilizing Federal Tuition Assistance, once you've registered for classes, you need to submit your request to your respective Military Education Services Office (GoArmyEd, VT Air Guard, Marine ESO, etc.) for approval. Your TA Authorization form (issued by your ESO) should be submitted to VTC's Student Accounts Office by the first day of classes in order to avoid being dropped from classes.

### Contact Information

Student Accounts Office

Marla Tillberg



Tel. 802-728-1301

E-mail: [VTCStudentAccounts@vtc.edu](mailto:VTCStudentAccounts@vtc.edu)

### NEW STUDENT ORIENTATION:

Attend New Student Orientation. Talk about course choices and your degree program. Students receiving financial aid or Federal Tuition Assistance must be in an approved degree program. Students receiving VA benefits are allowed to be undecided for 2 semesters before declaring a major. Information regarding orientation can be found here:

<http://www.vtc.edu/orientation>

### FINANCIAL AID:

- Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Additional information about costs and financial aid at VTC, as well as payment plans, work study, and VSAC programs can be found here:  
<http://www.vtc.edu/financialaid>.

### **Contact Information**

Office of Financial Aid  
Tel. 800-965-8790  
E-mail: [finaid@vtc.edu](mailto:finaid@vtc.edu)

- **SUBMIT MILITARY OR OTHER ACADEMIC TRANSCRIPTS:**  
Submit official transcripts of any previous college-level or military courses for credit evaluation through the Admission's Office. Links to order military transcripts can be found here:  
[https://mymilitaryeducation.org/app/answers/detail/a\\_id/1002](https://mymilitaryeducation.org/app/answers/detail/a_id/1002)

- **REGISTER:**  
New students will automatically be placed in their courses. Returning students should meet with their advisor to select their courses. Remember: in order to be certified for VA benefits, all courses you take must meet one of your degree requirements.

### **Contact Information:**

Vermont Technical College  
Attn: Registrar  
PO Box 500  
Randolph Ctr, VT 05061  
E-mail: [registrar@vtc.edu](mailto:registrar@vtc.edu) Tel. 802-728-1302 or 802-728-1303

- **PAY TUITION:**  
Students not receiving 100% tuition through the VA or Department of Defense must make tuition payments by VTC deadlines or your registration/courses may be dropped.

### **Contact Information**

Student Accounts Office  
Tel. 802-728-1301  
E-mail: [VTCStudentAccounts@vtc.edu](mailto:VTCStudentAccounts@vtc.edu)

### **BOOKS:**

Purchase your textbooks and materials. The only military connected students who may receive vouchers for textbooks are VA Vocational Rehabilitation (Chapter 31) students. Vouchers are available through the Student Accounts Office. Post 9/11 GI Bill students receive a yearly stipend directly from the VA for books. It is recommended that Post 9/11 students do not wait to receive this payment from the VA prior to purchasing textbooks.

## **Contact Information**

Tel 802-728-9265

Website:

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=1&storeId=10233&demoKey=d&catalogId=10001>

## **ACADEMIC SUPPORT SERVICES**

The Center for Academic Success provides free tutoring, counseling services, academic accommodations, academic workshops, career planning, transfer services and test preparation assistance. Students interested in these services should visit the office on the second floor in Conant Hall.

## **Contact Information**

Center for Academic Success – Randolph Campus

Tel. 802-728-1396

Center for Academic Success – Williston Campus

Dillon Bianchi Tel.

## **STUDENT LIFE**

The Student Life Office oversees Campus Activities, Student Clubs, Student Council, Career Services and Residence Life. Please contact this office if you are looking for information pertaining to Student Life.

## **Contact Information**

Mary Kathryn Juskiewicz

Student Life

Tel. 802-728-1319