Chapter 1606:
Reserve and National Guard Education Benefits

Welcome Veteran and Military Students

We are pleased you selected Virginia Tech to continue your education. Welcome to Hokie nation! Virginia Tech is proud of its long military history and has a strong commitment to supporting the success of our veteran and military students including reservists and guardsmen. The information below will guide you through the process so you can utilize your Veterans Education benefits. See additional info at benefits.va.gov/gibill/mgib_sr.asp

Step 1: Apply for Benefits

For National Guard / Reserve members actively drilling with their units: Once your initial training is complete you must apply for benefits. Go to va.gov, Select "Apply for Education Benefits" then answer the questions under "Find your Education Benefits Form". You will be routed to form 22-1990. Complete this form and submit. The VA will process your request in about 30-45 days. *When applying, make sure to give the VA your banking information for direct deposit, provide a good mailing address for the VA to send a COE, list Virginia Tech as your place of attendance, and list your intended major if known.*

Step 2: Submit COE to Virginia Tech

The veteran will receive a **Certificate of Eligibility (COE)** in the mail after applying for education benefits. Once the COE is received, please provide a copy of this letter to the Virginia Tech Office of Veterans Services by mail, email, or in person.

Step 3: Register for Classes

Most new freshmen and transfer students will register for classes during summer orientation. Be sure to register only for classes that are required for your degree. **The VA will not pay for classes that are not required!**

Step 4: Complete Veterans Enrollment Certification Form

The "Veterans Enrollment Certification Form" is an online form found on the student's Hokie Spa. After registering for classes, complete and submit this form to use VA benefits. This form must be completed every semester a student wants to utilize benefits, and must be redone within 7 days of every change of enrollment, i.e., add, drop, or withdrawal during the semester. *Benefits will not be certified if this form is not completed.*

Important Reminders

Apply for benefits early!

Set up an E-benefits account with the VA

Students transferring must complete the VA Form 22-1995 Change of Place or Program or Training

Chapter 1606 students must verify their enrollment over the phone or online every month to receive their stipend

VIRGINIA TECH

Step 5: 1606 Monthly Verification

You must verify your enrollment to the VA **on the last day of each month and the last day of the semester**. You will not receive your VA payment until you have verified your attendance. You can verify your attendance via W.A.V.E., gibill.va.gov/wave/index.do, or by calling 1-877-823-2378

1606 Payment Information

Chapter 1606 payments are made directly to the student and based on level of enrollment (i.e. full-time vs. part-time). See current Chapter 1606 payment rates are found at va.gov/education/benefit-rates/montgomery-selected-reserve-rates/

- Full time for Undergrads: 12 credit hours during Fall/Spring
- Full time for Graduate Students: 9 credit hours during Fall/Spring

Tuition Assistance

- Federal tuition assistance (Reserve units) is *not* authorized for use while utilizing Chapter 1606. To use federal tuition assistance, use of 1606 must be discontinued.
- State tuition assistance (Guard units) *is* authorized for use in conjunction with Chapter 1606 (up to 8,000 per academic year). There are strict timelines to apply for and use state T/A. Please consult your unit's education liaison or the resources below for specific details.
  - Semester Application Deadlines for Using State T/A:
    Fall - July 1
    Spring - November 1
    Summer - April 1

Contacts for additional State of Virginia T/A information:

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