CHAPTER 35 – Dependents Educational Assistance (DEA)

(Spouse or child of a veteran who is permanently and totally disabled due to a service-related condition, or who died in service, or from a service-connected disability, or who is listed as MIA or POW.)

Forms Checklist

_____ **VA Form 5490 Confirmation Page**– Also called the **VONAPP**. This is the initial application for benefits (i.e. the student's first time using benefits.) Students **MUST** submit this online at the www. gibill.va.gov website and **print a copy of the confirmation page** to submit to the school.

In addition, once student receives the resulting Certificate of Eligibility from the VA, (VACOE) they should submit that to us as well.

NOTE: If the student is submitting a VACOE, there is <u>no need</u> for the 5490/VONAPP.

OR

_____ **VA Form 5495** – Change of Program (changing majors) and/or Change of Place of Training (students who have already used their benefits at another institution). If student is transferring from another institution, they **MUST** submit this form online at the www.gibill.va.gov website, and **print out a copy for our records**. We are required to have a signed copy of this form in the student's file. However, if student has been attending Collin and is simply changing their major, they can fill out the form and submit directly to our office.

_____ **VAAP** – Collin Veterans Application (previously known as the Veterans Information Sheet.) **Give the student the second page**. It is the policy and procedures students must follow to continue to be eligible as well as their SAP policy. By signing the application, the student is saying they have read and understand the attached policies.

While we do NOT need a DD214 for Chapter 35 students (they are not the veteran and so will not have one) we **DO** need to know their <u>file number</u> (which is based upon the veteran's information.) If the dependent is the first person in their family to use these benefits, they may not yet know this number yet. However, it will be on the VACOE they receive from the VA after filling out the VONAPP online. It is imperative that dependent students get us this number **AS SOON AS** they receive it from the VA. We cannot certify their enrollment until we know this number. If student HAS used their benefits before, they **must** provide the file number on the VAAP application (see above) in the appropriate space.

_____ **Degree plan request** – Students **must choose an eligible degree plan** and must take courses only on the degree plan. If they change degrees/majors, they must submit a new degree plan request to the Financial Aid/Veterans Affairs office.

Students MUST fill out the entire top section of the degree request form per Admissions.

_____ **Official academic transcripts** from **all previously attended colleges, universities, trade schools, tech schools**, etc. This is REQUIRED before any evaluation of a degree plan will be performed and before any certification will be done.   These are submitted to the Admissions office, not our office, and must be official.