2013

7 STEPS TO ADMISSION FOR STUDENT VETERANS TO BLUEGRASS COMMUNITY AND TECHINICAL COLLEGE

1. APPLY TO THE SCHOOL

Go to www.bluegrass.kctcs.edu

- Click on "Apply Now" at the top of the page
- Create a new online account and follow the steps
- Be aware of admission deadlines
- There is no application fee
- If you are applying as a visiting student see Step 7.

Things you will need for your GI Bill Application:
1.Address of BCTC
2.Start date of your classes
3.Banking information if you intend to do direct deposit
4.Which GI Bill you are applying for

2. FILE FOR YOUR GI BILL BENEFITS

Go to www.gibill.va.gov to find out more about which of the various GI Bill programs are best for you

- Click on "Apply for benefits" to launch **VONAPP** and apply for the GI Bill
- Print a copy for your records and an additional copy to give to the VA Certifying Official at BCTC
- If you have already used your GI Bill benefits at another college you will need to fill out a VA Form 22-1995 to transfer your benefits to BCTC. You can download VA forms at www.gibill.va.gov Fax a complete form to the VA Certifying Official at (859) 246-6889
- For Chapter 30, 33, 1606, and 1607 you must fill out **VA Form 22-1990**
- For VRAP you must fill out form **22-1990R** and you are required to enter school and program at the time of application (For detailed VRAP information please see our website or gibill.va.gov)
- If you are interested in using Chapter 31 Vocational Rehabilitation benefits you must fill out **VA Form 28-1900**. You can find more information on Voc Rehab at www.vetsuccess.gov
- Dependents filing for Chapter 35 DEA Benefits will need to submit **VA Form 22-5490** online through the VONAPP application
- **IMPORTANT:** It takes the VA up to 6-8 weeks to process your application so fill it out ASAP.

3. SUBMIT YOUR OFFICIAL HIGH SCHOOL TRANSCRIPTS OR GED CERTIFICATE; ACT/SAT SCORES AND ANY AND ALL OFFICIAL COLLEGE TRANSCRIPTS TO THE OFFICE OF ADMISSION

Bluegrass Community & Technical College
Office of Admission
200 Oswald Building
470 Cooper Drive
Lexington, KY 40506

Questions? Contact the Office of Admissions at (859) 246-6210
Email: bluegrass-admissions@kctcs.edu

- Haven't taken the ACT/SAT? Don't worry, BCTC is a mandatory placement school, you'll just need to take the COMPASS test. Once you're admitted to the college you will receive information on how to sign up for the test and schedule your classes.
- Some Selective Admission Programs have different requirements. Go to: http://www.bluegrass.kctcs.edu/Admissions/Selective_Admissions to see additional guidelines.
- Your military experience may count for credit at BCTC. Go to http://www.acenet.edu/AM/Template.cfm?Section=Military_Programs to find the link to your services transcript site. Have an official copy sent to the Office of Admissions.

4. APPLY FOR FINANCIAL AID

- Go to www.fafsa.ed.gov to fill out your Free Application for Federal Student Aid online

- BCTC School Code is: 005244
- Check the deadlines at the FAFSA website

5. **IF YOU ARE ACTIVE DUTY, DRILLING RESERVIST, OR NATIONAL GUARD** you may qualify for Federal or State Tuition Assistance (TA). Contact your Military Education Officer or your Readiness NCO to establish eligibility for TA. www.military.com is a good source of information to learn about the various TA Programs by branch of service. In most cases you can use your TA and GI Bill benefits together to pay for your education. Many of these programs are time sensitive. Be aware of program and school deadlines for tuition payment. Remember, the earlier you get things done, the smoother your benefits process will go.

6. **SCHEDULE AN APPOINTMENT WITH ADVISING & ASSESSMENT**
   - Once you are admitted to the school, you will receive a letter of acceptance with all the information necessary to set up your orientation and advising session to schedule your classes for the semester and/or take the placement test. Refer to: http://www.bluegrass.kctcs.edu/Advising_and_Assessment.aspx for additional information

7. **CONTACT THE VA CERTIFYING OFFICIAL TO CERTIFY YOUR CLASSES SO YOU CAN RECEIVE YOUR GI BILL BENEFITS**
   - Turn in a copy of your **Certificate of Eligibility** (received from the VA after you were accepted to use your GI Bill) as soon as you receive it. You can mail, fax, email or hand deliver this document – we do not need an original, just a copy.
   - Dependents using Chapter 35 must also provide the VA Certifying Official with the veteran's Social Security Number
   - Dependents using transferred Chapter 33 benefits must turn in a copy of their Transfer of Benefits Certificate of Eligibility
   - **You must fill out a VA SCHEDULE INFORMATION CARD in order to have your classes certified and in order to receive your benefits. This can be done online at** http://legacy.bluegrass.kctcs.edu/forms/student_affairs/va_schedule_information_card/
   - IMPORTANT!! You MUST fill out a Schedule Information Card EVERY SEMESTER in order to receive your benefits. In order to receive pay on time please submit a schedule information card as soon as you register for classes each semester.
   - **Your classes will only be certified if the classes you take directly apply to your degree program**
   - Your benefits will vary depending on the amount of hours you take. 12 credit hours are needed to receive full benefits during a normal 16 week semester. If you are unsure about the hours needed contact the Military & Veteran Student Services Center.
   - If you change from full-time to part-time status you must notify the VA Certifying Official
   - If you change your major you must submit a VA Form 22-1995 or 22-5495 (for dependents) to the VA Certifying Official. If your classes do not correspond with your major, you will not be certified.
   - Students on the MGIB-Active Duty or MGIB –Selected Reserve (Ch. 30, 1606, 1607) and VRAP students must verify their enrollment every month you are in school. You can verify online using W.A.V.E. at www.gibill.va.gov/wave or 1-877-823-2378.. Students on the Chapter 33 Post 9/11 GI Bill, Voc Rehab (Ch 31) and Chapter 35 students do not need to verify monthly enrollment.
   - Visiting students who want to continue using their GI Bill benefits at BCTC must submit a Parent Letter from their school's VA Certifying Official to receive benefits at BCTC after applying to the school.
   - If you are a dependent of a deceased or disabled veteran applying for a Kentucky Tuition Waiver (KTW) then you must fill out an application with the Kentucky Department of Veteran Affairs. Their contact number is (502) 595.4448.

Questions? Need some help?
Contact Gwen Hacker, VA Certifying Official at BCTC
Phone: (859) 246-6820
Email: gwen.hacker@kctcs.edu