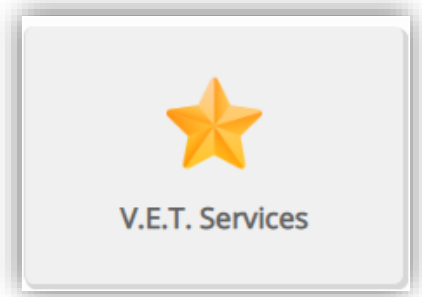


Three Steps to Activate Your VA Education Benefits This Semester

Before registering for classes, meet with your academic advisor to craft an education plan to reach your goals. To request an advising appointment, call **928-776-2106** or **928-634-6510**, or visit www.yc.edu/advising. Your education plan will ensure the most efficient class sequencing to complete your degree or certificate. Following your plan will also ensure smooth processing of your VA education benefits. When you have an education plan and are ready to register, activate your benefits in three important steps:

Step 1 - Register early. Log in at www.yc.edu to search and register for classes. Spring Registration for all degree/certificate-seeking students starts **Mon 10/19/20** at 7am.

Step 2 - Submit your Semester Benefits Request on the day you register. **Log in at www.yc.edu then click V.E.T. Services tile > Semester Benefits Request.** This will prompt our office to review your semester schedule and certify your eligible coursework to the VA. Submit a new request for each term, and whenever you change your class schedule. Upon certifying your enrollment to VA, you will receive an email to your YC inbox, so check your YC email regularly.



Step 3 - Sign up for the Veterans Payment Plan. This will serve as your agreement to pay, and allows time for your benefits to be processed before payment is due. Follow these click-by-click instructions one time each semester to set up your Veterans Payment Plan:

- Log in at www.yc.edu (user name / password required). Open the "V.E.T. Services" tile.
- Click the "Veterans Payment Plan" link. This will open CashNet.
- Click "View Payment Plan Options" and follow the prompts to complete. Be sure to read all on-screen information.

Mark your calendar! The total balance of any unpaid charges for SPRING 2021 is due on **4/10/21**. Plan to check your YC account in advance of these dates to avoid surprises. If you still owe a balance on the payment deadline, the balance amount will be drafted from the account you used during set-up. The payment deadline cannot be changed for any reason, so it is important to submit your Benefits Request early, and to apply for financial aid at www.fafsa.gov to ensure adequate financial resources. A \$25.00 late fee is charged on each missed payment. For questions about payment plans, please contact the Cashier at **(928)776-2124** or jami.dodwell@yc.edu. More information can be found online at www.yc.edu/v6/business-office/payment-plans.html.

Monthly Verification of Enrollment (Chapter 30 and Chapter 1606)

Chapter 30 and Chapter 1606 GI Bill®: Verification of your enrollment is required each month for payment. Complete your monthly verification at <https://gibill.va.gov/wave> or use the automated line at **1-877-823-2378**.

Understanding the Veterans Payment Plan

The **Veterans Automated Payment Plan** is your agreement to pay Yavapai College for your tuition and fees by the established deadline, regardless of what may happen with your VA education benefits. Available to students using VA education benefits, this payment plan allows time for your benefits to be processed before payment is due to the college, as long as you get the three steps above done early.

There is no down payment or set-up fee for this plan, but you will need to provide credit/debit card information as part of the set-up process. During certain dates each term, you may include charges for textbooks at the Yavapai College Bookstore in your Veterans Payment Plan if needed; this amount will be added to your balance due on 4/10/20.

If you already have a non-VA financial aid award, the system may not give you the option to use this payment plan; this is typically because your financial aid award is sufficient to cover your tuition and fees. If you have questions, please call us at **(928) 717-7613**.

How the Plan Works with Your Benefit

Chapter 33 Post-9/11 GI Bill®: Because this benefit pays tuition and fees directly to the school, you may only have a balance due if one or more of the following applies: you are eligible at less than 100%; you take classes that are not applicable to your approved program; you charge textbooks to your Veterans Payment Plan; or you apply too late for benefits to be paid before the balance due date.

Chapter 31 VA Veteran Readiness & Employment (VRE): The Veterans Payment Plan is not needed if your benefit eligibility is established prior to registering. Contact your VRE Counselor to be sure your coursework has been authorized for payment before you register.

All Other Chapters: You are encouraged to make early payments in order to lower the total balance due on the deadline date. Contact the Cashier's Office at **(928) 776-2124** or jami.dodwell@yc.edu for payment assistance.

Tips for Your College Success

- ★ **Apply for additional federal assistance using the Free Application for Federal Student Aid (FAFSA)** online at www.fafsa.gov. A financial aid award can be a helpful complement to your VA education benefit, particularly in the beginning of the semester, when VA typically prorates monthly education benefit payments for a partial month. After applying, monitor your YC email inbox for further instructions from the Financial Aid Office to complete your file. Contact the **Financial Aid Office at (928) 776-2152** with your financial aid questions.
- ★ **If you have not already done so, order your official transcripts** from your military branch and all prior colleges and universities you have attended. Getting this step done early can prevent potential overpayment of education benefits and ensure the most efficient attainment of your educational goals. Official transcripts should be sent by each prior school directly to **Office of the Registrar, Yavapai College, 1100 E. Sheldon Street, Prescott, AZ 86301**.
- ★ **We're part of your team!** We can help you weigh your options; connect to support; and navigate college and VA rules like a pro. Making changes to your schedule will affect your benefits, so at any time during the semester, if you find you are struggling, please contact the VET Services Office before taking action: **(928) 717-7613**, or vet.services@yc.edu. This way you can approach your education strategically, proactively, and minimize negative impacts when you're faced with life's challenges. Our goal is to help you reach your goals!