

Using your Veterans Benefits

1. If you have NOT yet set up your Veterans Education Benefits, please visit <https://www.va.gov/education/how-to-apply/>

NOTE: ATHENS TECHNICAL COLLEGE IS NOT RESPONSIBLE FOR SETTING UP VETERANS EDUCATION BENEFITS

2. Once you click the link you can apply for your benefits via the website or call 888-442-4551 to receive the application form via the United States Postal Service.

3. If you have already set up your education benefits, please DO NOT disregard steps 1 and 2 (above). Go directly to step 4 (below).

4. Please submit your Admissions Application to the Athens Technical College Office of Admissions.

5. Please submit your Certificate of Eligibility and your Form DD-214 to the Office of Financial Aid. (If you are a Chapter 35 Dependent you do not need a Form DD-214).

6. Once you register for your classes, please complete and submit a Request for Certification form that is provided by Athens Technical College at the following link (Request for Certification Form Link). **YOU WILL NOT BE CERTIFIED UNTIL THIS FORM IS COMPLETED AND SUBMITTED!**

The Request for Certification form has to be completed and submitted **EVERY** semester after you have selected your classes for the semester. If you make ANY change to your course load, you have to complete another Request for Certification form with your updated class selections.

Changing program of study while using V.A. Education Benefits

If you want to change your program of study at Athens Technical College, please follow the following steps:

1. Complete and submit an ATC Program Change Form at the following link (Program Change Form Link).

2. Go to www.va.gov, go to the education section, and click the "Change your current education benefits" link.

3. Scroll down the page and click on "Complete VA Form 22-1995 online."

NOTE: ATHENS TECHNICAL COLLEGE IS NOT RESPONSIBLE FOR REPORTING YOUR PROGRAM CHANGE TO THE V.A.

4. Notify the Certifying Official at Athens Technical College that you have changed your program of study.

NOTE: THE V.A. WILL NOT COVER CLASSES THAT ARE OUTSIDE OF YOUR REQUESTED PROGRAM OF STUDY; NOR WILL THE V.A. PAY FOR LATE REGISTRATION FEES!

Questions? Contact:

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