

Chapter 1606 or 1607 REAP Checklist (National Guard & Reserves)

In order for the VA Office to complete your VA Educational Benefits verification, we will need the following items completed and returned to the Financial Aid Office on the campus you are planning to attend.

Andalusia Campus	Greenville Campus & Luverne Center	MacArthur Campus
Office of Financial Aid PO Box 1418 Andalusia, AL 36420 (334) 881-2272 (Ph) (334) 881-2201 (Fax) dbass@lbwcc.edu	Office of Financial Aid 750 Greenville By-Pass Greenville, AL 36420 (334) 382-2133 ext. 3102 (Ph) (334) 382-2215 (Fax) bskinner@lbwcc.edu	Office of Financial Aid PO Box 910 Opp, AL 36467 (334) 493-5338 (Ph) (334) 493-7003 (Fax) rbozeman@lbwcc.edu

Please contact us if you have any questions.

- ___ Complete College Admission Application.
- ___ Make sure that Official High School and/or College transcripts have been submitted to the Admissions Office.
- ___ Meet with your **Academic Advisor (AA)**.
- ___ Provide a copy of your schedule to the Financial Aid/VA Office for Certification.

The following forms **MUST be completed by the applicant and returned** to the LBWCC Financial Aid/ VA Office:

- ___ **VA Form 221990** (fill out & return) – Unless you have used benefits before...then use VA Form 221995...see below if a Transfer Student. Include **KICKER Contract if appropriate**.
- ___ **DD214, Member 4 copy & if available Activation and Demobilization Orders** to prove REAP – Ch 1607 Eligibility
- ___ **NOBE** – Notice of Basic Eligibility...must be signed by the proper authority at the unit and must be turned in to the College Financial Aid/ VA Office.

If you are **transferring from another school or college** or have **changed your program of study** within LBWCC and you have used VA benefits there or before, you must fill out:

- ___ **VA Form 22-1995**...fill out and return.

VA Regional Office Muskogee: For any questions on eligibility, remaining entitlement, non-receipt of checks, overpayment, paybacks, or other VA programs or problems should be directed to the Muskogee Regional Office. Call early in the morning. Voice: 1-888-442-4551. Website: www.gibill.va.gov

Students Must! All Students using their VA Educational Benefits **MUST** contact the College VA Office after registering for classes, changing programs of study, dropping classes, adding classes, changing one's address, or resigning from school. The best way to contact the LBWCC VA Office is via email at dbass@lbwcc.edu, bskinner@lbwcc.edu or rbozeman@lbwcc.edu. You are welcome to come by the office also.

Monthly Enrollment Certification is Not Automatic: All Chapter 30, 1606 and 1607 (REAP) recipients **MUST SUBMIT MONTHLY** verification of enrollment. Call on or after the last day of the month 1-877-823-2378. Use the web to register, Web Automated Verification of Enrollment (WAVE) go to www.gibill.va.gov and click on WAVE.