

## Chapter 30 Checklist (Prior Service/Active Duty)

In order for the Financial Aid/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**  
Office of Financial Aid  
PO Box 1418  
Andalusia, AL 36420  
(334) 881-2272 (Ph)  
(334) 881-2201 (Fax)  
[dbass@lbwcc.edu](mailto:dbass@lbwcc.edu)

**Greenville Campus &  
Luverne Center**  
Office of Financial Aid  
750 Greenville By-Pass  
Greenville, AL 36420  
(334) 382-2133 ext. 3102 (Ph)  
(334) 382-2215 (Fax)  
[bskinner@lbwcc.edu](mailto:bskinner@lbwcc.edu)

**MacArthur Campus**  
Office of Financial Aid  
PO Box 910  
Opp, AL 36467  
(334) 493-5338 (Ph)  
(334) 493-7003 (Fax)  
[rbozman@lbwcc.edu](mailto:rbozman@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 22-1990** (fill out & return) – Unless you have used benefits before...use VA Form 22-1995...see below if Transfer Student. Include KICKER Contract if appropriate.

\_\_\_ **DD Form -214** If a Veteran, “Release from Active Duty” **Member 4 copy** required...turn in copy

If you are **transferring** from another school or college or have **changed your major** 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](http://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](mailto:dbass@lbwcc.edu) or [bskinner@lbwcc.edu](mailto:bskinner@lbwcc.edu), [rbozman@lbwcc.edu](mailto:rbozman@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](http://www.gibill.va.gov) and click on WAVE.