

Military Student Services

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Military Student Services Educational Benefits

Stillman College welcomes you and is proud to assist you with your educational interests. We offer a variety of programs that are approved by the State Approving Agency that will help you receive a bachelor's degree and enhance your job opportunities.

The Veterans Certifying School Official at Stillman College is located in Batchelor Hall will assist you in meeting your educational goals.

How to Apply for Veterans Educational Benefits

Benefits (Eligibility is determined by the VA)

- Your eligibility for VA Educational Benefits is determined solely by the Veterans Affairs Office in Muskogee by applying online at www.gibill.va.gov. On the home, page select APPLY FOR BENEFITS. READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.
- You will need to SUBMIT the application for educational benefits. Once you have applied, you should keep a copy with the confirmation number on the bottom for your records.
- In order for your classes to be certified for benefits, You should receive your Certificate of Eligibility letter and will need to submit a copy of your Certificate of Eligibility letter to Stillman's Veteran Resource Center.
- You will be required to have an initial meeting with the School VA Certifying Official.
- The application process takes time; therefore, when completing the application to determine what chapter of benefits you are eligible to apply for, you may want to check unsure, and the VA will send you a list of benefits that you qualify to apply for.
- Make sure to give complete dates and other information, as this will help facilitate the application process. If you are not sure of the information, please do not guess; the VA will confirm your information with the military and the Department of Defense (DoD).
- If you have questions or need some guidance, feel free to contact the NECC-National Education Call Center at 1-888-442- 4551 (to get through the menu quickly, select "1" and then "0").

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Steps to Starting VA Benefits

Apply for Admission: stillman.edu/apply-now

- Accredited Office of Submit all Official and previous transcripts from institutions you have attended after high school to the Admissions
- The Admission application and have been accepted. You must meet with an advisor. For VA and Federal Aid purposes, the classes you enroll must be required for the degree you are pursuing at Stillman College. You cannot duplicate any courses you have already completed either at Stillman or at another school.
 - You will need to attend New Student Orientation.
 - Complete the FAFSA at www.fafsa.ed.gov every year
 - Contact the school's VA Certifying Official (SCO) and Advising/Register for Classes once you have completed submit a copy of your final registration statement to the SCO.

Prior to Registering for Classes

Make sure you meet with an advisor to make sure you are taking courses required for your degree plan and that you do not repeat courses taken and passed, including any class that transferred to your degree from another institution.

- Veterans registering for classes that meet less than the full term will be certified and paid based on the actual days the class is in session. Full time is defined as 12 credit hours of enrollment.
- If your enrollment is less than 12 credits, your benefit will be prorated to match your enrollment level.

Complaint Policy for Students Utilizing VA Education Benefits: For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily

Military Seals Are Protected

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Recruitment and Admissions

Stillman College will not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. Also, the College bans high-pressure tactics for the purpose of securing enrollments of Service members.

Stillman College supports Service members' decisions to learn about the institution autonomously from the assistance that any student receives from the college's admissions personnel, for Stillman College would prefer Service members to make their own decision when it comes to finding the institution that is a right fit for them.

For eligible Service members who decide to use Tuition Assistance (TA), the Service member must understand that each military service branch has its own criteria for TA eligibility. The Service member must speak with his or her Educational Services Officer (ESO) or counselor within the Military Service **prior** to enrolling.

The following Military Services websites are available for Service members to know more about their respective eligibility guidelines:

- [COAST GUARD or COAST GUARD RESERVE](#)
- [AIR FORCE](#)
- [MARINE CORPS](#)
- [ARMY or ARMY RESERVE or ARMY NATIONAL GUARD](#)
- [NAVY](#)

To apply for TA, Service members are to follow the instructions and guidelines provided by Service members' respective military branch.

After Service members are admitted, they should adhere to the following at Stillman College:

- Visit the Office of Admissions to confirm check-in.
- Meet with identified faculty advisor for planning courses for the intended semester.
- Log in to Self Service to register courses once faculty advisor approves planned courses.
- Visit the office of the Veterans Certifying School Official at Stillman College.
- Meet with a counselor in the Office of Financial Aid.
- Meet with Student Accounts specialist in the Business Office
- Visit the Office of Residential Life (to confirm housing and meal plan)

Service members should email registrar@stillman.edu if they have additional questions.