

# VETERANS BENEFITS AT ZANE STATE COLLEGE

**WE ARE PROUD** to have you at Zane State College (ZSC). We greatly appreciate your time in service to our nation. We know that balancing college life with your many military, career, family, and personal responsibilities can be extremely challenging.

**WE CAN HELP!** Zane State College would like to assist you in achieving your personal goals and to get the most out of your college education.

## APPLICATION

*If you have never applied for educational benefits, you need the following:*

- DD-214 Discharge papers
- VA 22-1990 Application for Education Benefits (may be obtained by applying online at [www.va.gov/education/how-to-apply](http://www.va.gov/education/how-to-apply))
- DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve and National Guard (See your Commanding Officer to apply for this document)

*If you have previously applied for or used educational benefits, please submit one of the following forms, which can be found at [www.va.gov](http://www.va.gov):*

- VA 22-1995 Request for a Change of Location or Place of Training  
or
- VA 22-5495 Dependents Request for Change of Program or Place of Training

## CERTIFICATE OF ELIGIBILITY

A Certificate of Eligibility (COE) is an official document from the VA that states what percentage of eligibility you qualify for as well as how long your benefit will last. If you have never utilized your benefits, your Certificate of Eligibility will arrive 6-8 weeks after applying online. Please provide a copy of your Certificate of Eligibility to the School Certifying Official in the Registrar's Office once received.

## PAYMENT

Once the application and enrollment certification is submitted to the Department of Veterans Affairs, it can take 10-12 weeks to start receiving any monthly VA payment. The check is mailed directly to you for the prior month's training or you may choose direct deposit. The VA always pays one month behind. For example, classes may start January 4, but the VA will not pay for the month of January until the first week in February. The payments will be based on the number of credit hours enrolled each term.

## VETERAN RESPONSIBILITIES

- Report any courses that you have taken at another college either before or after becoming a student at this school.
- Report your plans to change your major before you begin taking classes in that major.
- Notify your Certifying Official immediately if you change the number of credit hours, completely withdraw, or decide not to attend a term.
- Register only for courses that apply to your program of study.
- Register for the next term by the sixth week of the current term. If you register after the sixth week of the current term, please notify your Certifying Official as soon as possible to ensure your payment will be on time.
- If called to active service duty, please report to the Certifying Official. You will be backed out of the classes you are registered for and your fees refunded 100 percent.
- If you receive Chapter 30 (Montgomery GI Bill) or Chapter 1606, you must verify your enrollment each month. You can verify your attendance either over the phone (877.823.2378) or on the internet ([www.gibill.va.gov](http://www.gibill.va.gov), click on WAVE). Be sure that the VA has your enrollment information correct. If it is not correct, contact the Certifying Official at Zane State College.



**CONTACT US TODAY!**

## GRETCHEN NEWSOM

School Certifying Official  
740.588.1344 • [gnewsom@zanestate.edu](mailto:gnewsom@zanestate.edu)  
College Hall, Room 119, Zanesville Campus

**PLEASE VISIT:** My ZSC, Student Resources, Veterans Affairs for more information about Veterans Services at Zane State College.

**VA phone:** 888.442.4551  
**Web site:** [www.gibill.va.gov](http://www.gibill.va.gov)  
**County Veterans Service Offices:**  
[www.dvs.ohio.gov/main/county-veterans-service-offices.html](http://www.dvs.ohio.gov/main/county-veterans-service-offices.html)

**Veterans Resource Center and Lounge** is located on the Zanesville Campus in the lower level of College Hall

ZANE STATE COLLEGE

**ZSC**



[zanestate.edu](http://zanestate.edu)  
740.588.5000