

HOW TO REQUEST BENEFIT CERTIFICATION

1. Go to the SAC-VA Website at: <https://www.alamo.edu/sac/va>

2. Scroll down to “CERTIFY YOUR BENEFITS” and click on the tab for the benefit you are requesting to use:

CERTIFY YOUR BENEFITS



CH 30 - Montgomery GI Bill® & CH 1606 Selected Reserve Montgomery GI Bill®	+
CH 31 - Veterans Readiness & Employment (Formerly VocRehab)	+
CH 33 - Post 9/11 GI Bill®	+
CH 35 - Dependents Education Assistance Program	+
Hazlewood Veteran	+
Hazlewood Legacy	+
Hazlewood Dependent / Spouse & Child	+
Tuition Assistance (TA)	+
My Career Advancement (MyCAA)	+

3. Follow the 3 simple steps to use your VA education benefit:

1st click on step 1 for the Directions

Dependents Education Assistance Program (CH 35) Instructions for Submission	
Required Forms 1. Request For Certification 2. Student Responsibilities Form 3. Deferment Form (if needed)	Required Supporting Documents 1. Certificate of Eligibility for VA benefit (Within 12 months (va.gov printout will suffice)) 2. Copy of Photo ID

3 simple steps to use your VA education benefit:

1. [Click here](#) for the Directions
2. [Click here](#) and download forms to Adobe

- Complete the fillable forms
- Save file to your device

4. Read the Directions and gather your required documents



ALAMO COLLEGES DISTRICT
San Antonio College

Submission Guidelines for VA Education Benefits

INCOMPLETE DOCUMENTS WILL BE DECLINED

SAC students using VA education benefits should follow the guidelines below:

- Request COE from VA by applying here: <https://www.va.gov/education/how-to-apply/>
- Register for classes required for your degree
 - (developmental classes taken online(canvas) cannot be certified for VA education benefits)
- Submit Request for Certification via the link provided
 - Complete all forms that are required per the table found below.
 - Attach all required documents
- **Pay Your Balance BEFORE THE PAYMENT DEADLINE if your benefit does not cover 100%**
 - Use deferment form if you are unable to pay your outstanding balance
 - Use this link for instructions to view and pay your account.
<https://www.alamo.edu/academics/academic-resources/academic-calendar/>

****Please note: Unpaid tuition and fee balance may result in all courses being dropped.
Making partial payments will not secure your classes.
You must pay in full, sign up for a payment or submit deferment.**

- Being Billed for Out of State tuition and using VA benefits
 - Submit Military Verification Form with supporting documents
 - Must reside in state to get full tuition waiver

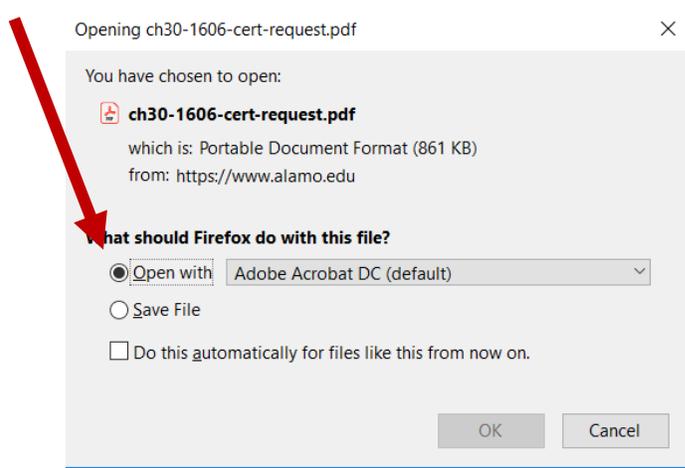
5. Next click Step 2 to get to the forms to be completed:

2. **Click here** and download forms to Adobe

- Complete the fillable forms
- Save file to your device

6. The forms will open and you will need to download them to Adobe to get to the fillable version

ALAMO COLLEGES DISTRICT San Antonio College			
VA ENROLLMENT CERTIFICATION REQUEST The proponent department is the College Veterans Affairs Office THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974			
AUTHORITY: San Antonio College Catalog			
PRINCIPAL PURPOSE: Request by a student to receive certification enrollment for veteran benefits.			
ROUTINE USES: Used to evaluate and determine certification for Federal and State veteran benefits.			
DISCLOSURE: Voluntary. Failure to furnish information may result in denial of certification.			
1. STUDENT ID	2. HOME COLLEGE <input type="checkbox"/> PARENT LETTER <input type="checkbox"/> NLC <input type="checkbox"/> NVC <input type="checkbox"/> PAC <input type="checkbox"/> SPC <input type="checkbox"/> SAC	3. DATE OF REQUEST	
4. STUDENT NAME (LAST, FIRST, MI)	5. ACES EMAIL @student.alamo.edu	6. DATE OF BIRTH	
7. PRIMARY STREET ADDRESS	8. CITY	9. STATE	10. ZIP



7. Complete the forms in Adobe and use the **Fountain Pen Tool to sign the forms**

I acknowledge and accept responsibility for all debts plus any collection fees owed to the Alamo Colleges District under the terms and conditions stated herein, and agree that:

1. I will notify Admissions and Records of any change in my mailing address;
2. I will not be allowed to register for any succeeding academic period unless all debts to the College have been paid; and
3. I will not be allowed to receive an official transcript of any work completed at the Alamo Colleges District unless all debts to the College have been paid.

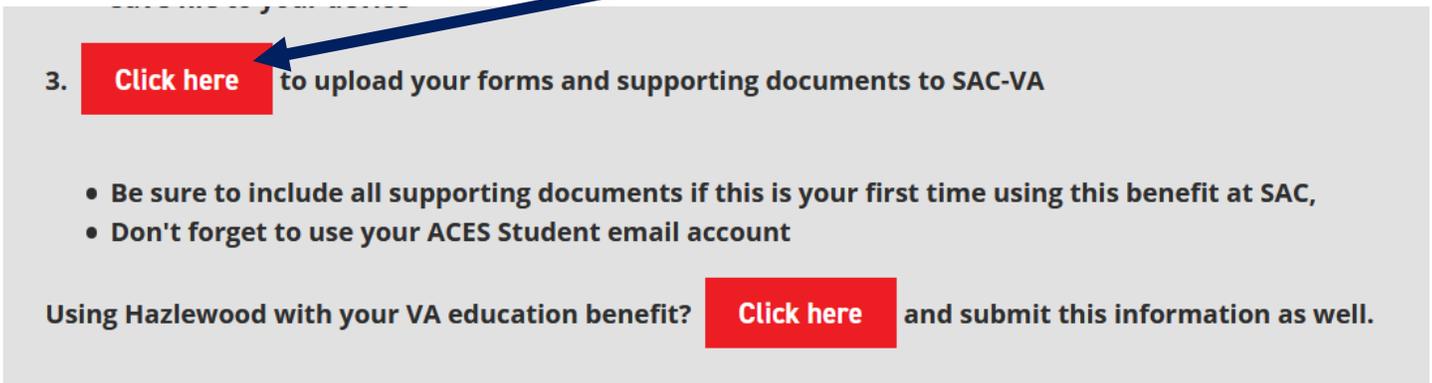
WITH MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

26. STUDENT SIGNATURE		27. DATE	
FOR OFFICIAL VA OFFICE USE ONLY			
28. RECEIVED BY		29. DATE	

VA FORM 1, DEC 2019 Page 2 of 2

8. Save the forms to your device for upload in the next step

9. **Next click on Step 3** to upload your forms and supporting documents

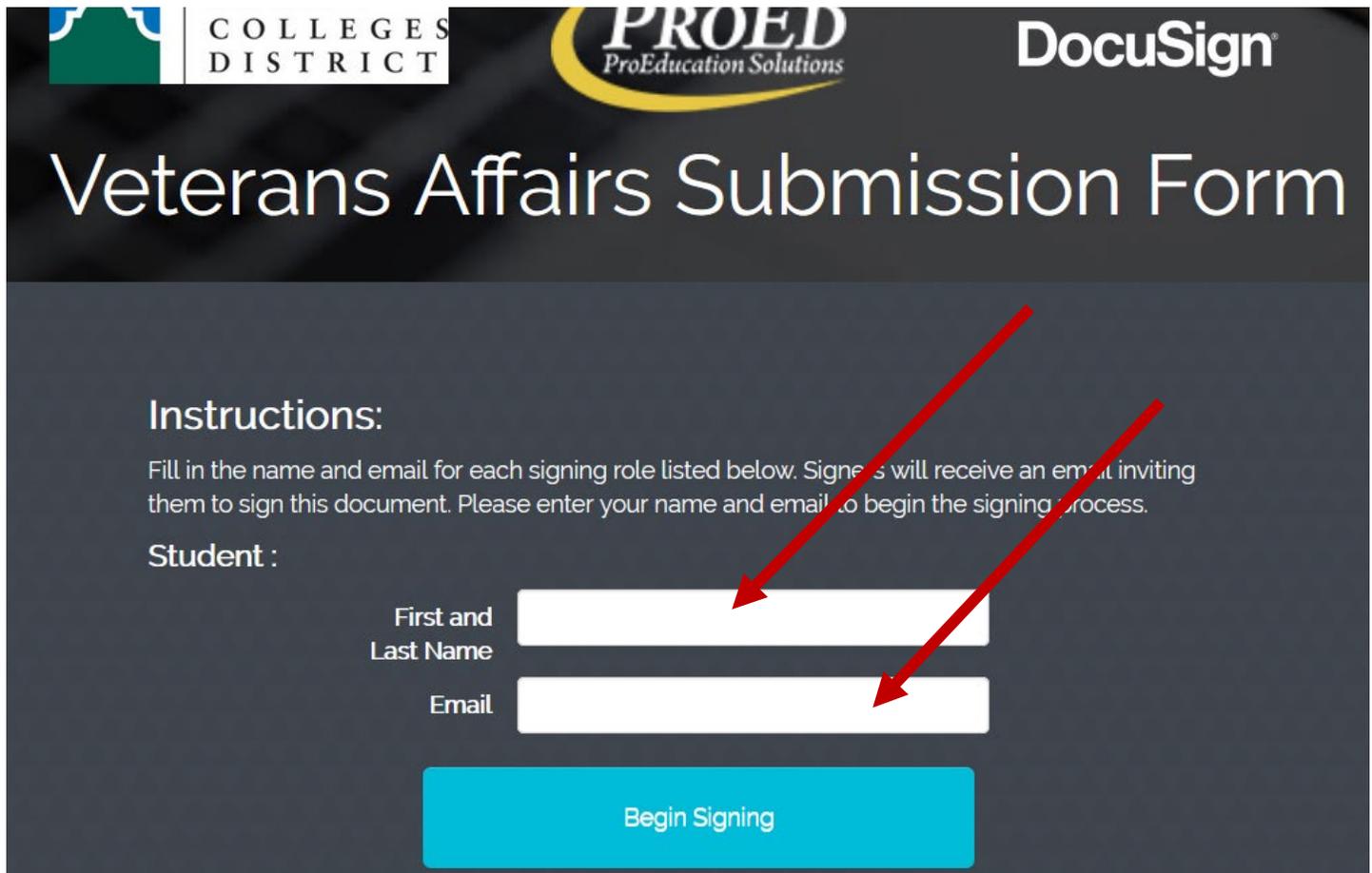


3. **Click here** to upload your forms and supporting documents to SAC-VA

- Be sure to include all supporting documents if this is your first time using this benefit at SAC,
- Don't forget to use your ACES Student email account

Using Hazlewood with your VA education benefit? **Click here** and submit this information as well.

10. Enter your name and your Student ACES email address



COLLEGES DISTRICT PROED ProEducation Solutions DocuSign

Veterans Affairs Submission Form

Instructions:

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Student :

First and Last Name

Email

Begin Signing

11. Go to your ACES email to access the docuSign VA Submission Form

12. Complete the **required blocks** on the form, sign the form, and click on the paperclip to upload your certification forms and supporting documents.

Veterans Affairs Submission Form https://www.alamo.edu/sac/about-sac/college-offices/advising/institutes/veterans-affairs/		
THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974		
PRINCIPAL PURPOSE: Tool for students to use to submit required college forms and supporting documents in a secure environment.		
DISCLOSURE: Voluntary. Failure to furnish information may result in denial of the request.		
Students should submit the appropriate form and all supporting documentation as indicated on the form being submitted and as discussed with SAC-VA Staff by clicking on the paperclip above.		
1. STUDENT ID <input type="text"/>	2. STUDENT NAME (LAST, FIRST) Micallef Tammy	
3. STUDENT EMAIL (ACES) <input type="text"/> @student.alamo.edu	4. PRIMARY PHONE <input type="text"/>	
5. SECONDARY PHONE <input type="text"/>		
Please attach all forms and supporting documents as required		
I understand that I am required to submit all required documents for the request that I am submitting. I understand that submission by me does not render my request approved and that I must meet all eligibility criteria for the request being submitted before it will be processed and completed. Submission of the request is not a guarantee of approval. My signature confirms that the information being submitted is on my own behalf and is true and accurate information.		
6. STUDENT SIGNATURE 	7. DATE 9/22/2020	

13. Once you have attached your documents, click **FINISH**

