

Process for CUC Military Students with Federal Educational Benefits

Admission Process

- All students must be admitted into an approved undergraduate or graduate certificate or degree-seeking program
- If students are unsure of which undergraduate program to pursue, Undergraduate Admission will guide them to the appropriate counselor (ADP or UG Admission)
- Official transcripts of military credits and prior learning credits, if any, must be evaluated by the Registrar's Office
- All accepted military credits will be added to the student's academic record by the Registrar's Office

Applying for Military Educational Benefits

- Students utilizing their military educational benefits should apply with the Department of Veterans Affairs at least 30 days in advance. Access the application on eBenefits or by calling 800-827-1000. An application is required to use the benefits for the first time or to change schools/programs.
- Students utilizing Tuition Assistance (TA) must contact their military branch education advisor (ESO).
- Students utilizing Chapter 31 benefits (Vocational Rehabilitation) will need to have their VA Representative contact the VA liaison in the Office of the Registrar for enrollment verification

Military Education Benefits Process at Concordia-Chicago

- Students using military educational benefits should speak with a VA liaison in the Office of the Registrar at Concordia-Chicago.
Ingrid Sorensen (708) 209-3045 (VA Certifying Official)
- For the exception of Chapter 31 and Tuition Assistance, all students must submit a copy of the following documents:
 - ✓ Certificate of Eligibility
 - ✓ DD-214 (Some exceptions will apply)
- Enrollment verification will be processed on Enrollment Manager for the following Chapters by VA Certifying Official (Ingrid Sorensen) in the Office of the Registrar
 - ✓ Chapter 30 – Montgomery GI Bill
 - ✓ Chapter 33 – Post 9/11 GI Bill (Veteran, Spouse or Dependent)
 - ✓ Chapter 35 – Survivors & Dependents Educational Assistance Program
 - ✓ Chapter 1606 – Montgomery GI Bill for Reserve Duty
 - ✓ Chapter 1607 – Reserve Educational Assistance Program
 - ✓ Chapter 31 – Vocational Rehabilitation
- Students using Tuition Assistance must submit:
 - ✓ Authority for Tuition Assistance for each course approved
- Enrollment verification will be processed in the appropriate portal for each military branch
 - ✓ All Tuition Assistance Programs for the different military branches (Active Duty and Reserves)

Payment of Tuition

- Payments to students from Chapter 33, Chapter 31 and TA Programs will be reduced from amount owed by student
- Payment arrangements will be necessary by student for any balance remaining and if using any other military educational benefit besides Ch. 33, Ch. 31 or TA.
- All students will be strongly encouraged to complete the FAFSA

Enrollment or Program Changes

- Students are responsible for notifying the VA Certifying Official of any enrollment changes or program changes during the semester
- Students are required to meet Satisfactory Academic Progress requirements as set by the University (Refer to the University Catalog)

Deployment Orders While in School

- Student must speak to the Dean of Students to complete the withdrawal or leave of absence process