

# Military and Veterans Benefit Checklist

(Including dependents)

## 1. DETERMINE ELIGIBILITY – go to <https://www.va.gov>

Applying for Veteran's Benefits for the **First Time**, complete VA Application for Education Benefits.

TIP: Veterans - keep a copy of your DD-214 on hand to enter correct service dates

Dependents – Have available the Social Security number of the parent who served time in the Armed Forces.

TIP: Active duty military – check with your unit's Education Service Officer or military counselor regarding use of tuition assistance.

If you are **transferring** from another school, use the [Change your Current Education Benefits](#) link on [www.va.gov](http://www.va.gov)

TIP: If you are a child of a Veteran you MAY be eligible for a tuition waiver from the State of South Carolina. [Click here for application and eligibility requirements.](#)

## 2. APPLY TO HORRY-GEORGETOWN TECHNICAL COLLEGE

Follow the standard Admissions Process at HGTC. Use this link to [apply for a degree or certificate program](#).

TIP: Veterans can have their admissions application fee waived by presenting their DD-214 or Military ID.

TIP: You can apply to HGTC before receiving your Certificate of Eligibility form.

If you are a veteran and are flagged for non-residency, please talk to the Veterans Coordinator as you may be eligible for a residency waiver.

TIP: Once you have applied to college, you will receive a letter with your student ID number (H#) and password. DO NOT LOSE this letter.

## 3. PLACEMENT EXAMS

To be able to register for courses, you will need to provide at least one of the following:

- SAT/ACT test scores
- College transcripts w/ English and Math classes completed with a "C" or better

- ACCUPLACER test scores
  - Visit The Student Information Center: TECH Central for in-person sessions, or complete The Start Right Experience online at [www.hgtc.edu/startright](http://www.hgtc.edu/startright).

#### **4. FOR TRANSFER STUDENTS**

Order official transcripts from all colleges you have attended. Include any colleges you attended before, during, or after your military service.

Also order your military transcripts. Go to <https://jst.doded.mil>

Request all of these transcripts be sent to [transcripts@hgtc.edu](mailto:transcripts@hgtc.edu)

#### **5. FAFSA**

If you would like to apply for other Federal and State aid, complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Our school code is 004925.

TIP: Veterans may be entitled to financial aid in addition to their GI Bill.

#### **6. SUBMIT CERTIFICATE OF ELIGIBILITY (COE)**

Once approved for VA educational benefits the VA will send you a Certificate of Eligibility. Bring this letter to the Financial Aid Office.

#### **7. STUDENT DEVELOPMENT COORDINATOR (ADVISOR)**

Once HGTC receives your transcripts or you have taken the placement exam (ACCUPLACER), you will meet with a Student Development Coordinator who will evaluate your course work and assist you in mapping out an Education Plan that will clearly define your education goals.

#### **8. REGISTER FOR CLASSES**

Go to WaveNet and sign in with your H# number and password. Staff in TechCentral can assist you with registering for your classes and navigating your WaveNet account.

#### **9. ORIENTATION**

The orientation can be taken online or in person. See the following for more information: [https://www.hgtc.edu/admissions/new\\_student\\_orientation.html](https://www.hgtc.edu/admissions/new_student_orientation.html)

#### **10. REQUEST FOR CERTIFICATION**

Submit your Request for Certification to the School Certifying Office in the Financial Aid Office or online at [Financial Aid Forms](#).

A new Request for Certification needs to be turned in each semester.

### **11. TUITION ASSISTANCE**

For active duty military using Tuition Assistance you will need to enter your schedule and tuition amount in GoArmyEd.com. Submit your approval email to the Student Accounts Office before the tuition deadline.

### **12. TUITION PAYMENT**

Recipients of Chapter 31 (VA Voc Rehab) and Chapter 33 (Post 9/11) benefits can use the certificate of Enrollment (COE) as a payment plan and secure your classes. Please make sure it is submitted at least 48 hours before the tuition payment deadline.

Receipts of all other benefits need to make tuition payment arrangements either through financial aid or a payment plan. Dependents using the tuition waiver (Free Tuition for Certain War Veterans Children) must sign a form with the Student Accounts Office every semester. Only the cost of tuition is included additional fees will need to be paid out-of-pocket or with financial aid.

### **13. TEXTBOOKS**

Required textbooks and courses are listed in the class Instructional Package and can be found on the bookstore's website: <https://hortec.bncollege.com/shop/hgtc/home>.

Consider whether post-9/11 book stipend funding and/or financial aid funding will be available to you by the time you need to purchase books.

### **14. STUDENT ID CARD**

Your student ID is used for identification purposes and checking out materials in the library. You can get your ID Card in TechCentral on each campus.

TIP: You will need to bring a photo ID and a copy of your class schedule.

### **15. PARKING PERMIT**

A valid parking permit is required for all vehicles parked at any HGTC campus. There is no cost for the parking permit. Parking permits are issued for the entire academic year instead of individual semesters and may be picked up at the Public Safety Offices on each campus.

You will need a copy of your class schedule, car registration and student ID.

For more information please visit the [Veterans Resource Center](#) web page.