Military and Veteran Benefit Checklist
(including Dependents)

1. **Determine Eligibility** – go to [https://www.va.gov](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 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](https://www.va.gov) link on [www.va.gov](https://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. [https://scdva.sc.gov/education](https://scdva.sc.gov/education)

2. **Apply to Horry-Georgetown Technical College**

   Follow the standard Admissions Process at HGTC. Use this link to [https://hgtc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply](https://hgtc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply)

   To get started, click on **Create Account**

   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 reach out 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#), username and password. Keep this letter where it can be easily accessed.

3. **For Transfer Students**

   Order official transcripts from all colleges you have attended. Include any colleges you attended before, during, or after your military service. Request all transcripts be sent to [transcripts@hgtc.edu](mailto:transcripts@hgtc.edu)

   Order your military transcripts. Go to [https://jst.doded.mil](https://jst.doded.mil)

4. **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.gov](http://www.fafsa.gov). Our school code is 004925.

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

5. **Submit Certificate of Eligibility (COE) – This step can occur at anytime**

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

6. **Student Development Coordinator (Advisor)**

Once HGTC receives your, 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. To set up an appointment, email advisor@hgtc.edu.

7. **Register for Classes**

If you were not registered while meeting with your advisor, sign into your student portal with your username and password. Staff in TechCentral can also assist you with registering for your classes and navigating your HGTC account.

8. **Request for Certification**

Submit your Request for Certification to the School Certifying Office in the Financial Aid Office or online at [https://www.hgtc.edu/admissions/financialaid/forms.html](https://www.hgtc.edu/admissions/financialaid/forms.html)

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

9. **Tuition Assistance**

For active-duty military using Tuition Assistance, you’ll need to enter your schedule and tuition amount in ArmyIgnited.com. If you have trouble finding your program on the site, contact registrar@hgtc.edu. Once you have the approval for those classes from the Army, take the approval email to the Student Accounts office or email to studentaccounts@hgtc.edu.

10. **Tuition Payment**

For Chapter 31 (VA Voc Rehab) and 33 (Post 9/11) the Request for Certification serves as your payment plan and will secure your classes. Please make sure it is submitted at least 48 hours before the payment deadline.
If you are using military Tuition Assistance, please submit your approval email to the Student Accounts Office before the 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 need to sign a form with the Student Accounts Office every semester and are responsible to pay fees out of pocket or with financial aid.

11. 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

12. 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/

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.

13. 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.

14. 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.

15. CONTACT INFO

To call the VA Education hotline call 888-442-4551.

You can reach the HGTC VA coordinator at financialaid@hgtc.edu