



Veteran Benefits Request Form FAQ

Am I required to submit this form every semester I'm enrolled at MCC?

- Yes, this form is our way of knowing you would like to use your benefits to pay for your tuition & fees.
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The section that asks for Semester and Year is already populated. How do I change this?

- The Semester and Year are selected in a drop-down box. If you click inside the light blue field, it will appear. Choose your option and be careful not to scroll so your selection doesn't change before you submit. *(Fillable forms are not supported in Safari Browser. Please use Chrome, Edge or Firefox.)*
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Can the signature be typed? Or does it have to be a "wet" signature?

- The signature does not have to be handwritten on the fillable PDF. You can type in your name, but please, when emailing your form, send from your MCC student email account. Forms sent from outside email accounts will not be processed.
 - If you're printing the form and handing it to an MCC staff member, please make sure you sign and date the form with a pen before submitting.
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How do I submit the form?

- You can print the form after you're done filling it in and submit it to the Enrollment Center at the campus you attend **OR**
 - You can save and download the form as a PDF, then email it to veterans@mcckc.edu as an attachment. **Please only send from your MCC student email account.**
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Is this form only available electronically? Can the form be handwritten anymore?

- Yes, the form is completed electronically. We are no longer processing handwritten forms. Please do not leave any fields blank when filling out the form.
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Why do I need to submit my transcripts to MCC?

- The VA requires student receiving benefits have their previous education evaluated for transfer credit. MCC will review all of your transcripts (including your JST) to determine if you have already completed coursework needed for your degree at MCC and grant credit, as necessary.
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If my schedule changes, do I need to fill out & turn in a new form?

- No, we are able to track changes to student schedules, however, a courtesy email is always appreciated.
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Is there a deadline for turning in the form each semester?

- In order to ensure your payment arrives promptly, we recommend submitting the form by the following dates:
 - Fall semester: July 15
 - Spring semester: December 15
 - Summer semester: May 15
 - Forms submitted after these dates may delay processing of your tuition payments and MHA.
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