



MARYVILLE
UNIVERSITY

MANAGING YOUR VA EDUCATION BENEFIT

** Please keep in mind that you must be pursuing an [approved degree program](#) and that courses must be required for your degree in order to be reported to the VA.

1 Apply for admission to Maryville University.

On campus: <https://www.maryville.edu/admissions/>

Online: <https://online.maryville.edu/admissions/>

Don't forget to visit the [Maryville Student Veterans website](#).

2 Apply to Use or Transfer VA Education Benefits.

If you've never used a VA education benefit before, complete the online application for GI Bill:

<https://www.va.gov/education/how-to-apply/>

If you've already used the GI Bill at another school, submit a Change of Program to the VA:

<https://www.va.gov/education/change-gi-bill-benefits/>

3 Submit a copy of your Certificate of Eligibility (COE).

Email a legible copy or photo to militarybenefits@maryville.edu in order to have your classes certified and have the VA distribute funds. You can also email a screenshot of your Statement of Benefits from va.gov.

4 Understand your VA Education Benefit.

Learn if the VA will pay you or Maryville directly and how much to avoid any confusion.

<https://www.va.gov/education/>

5 Enroll in the VA/Military Payment Plan.

Once your enrollment information is certified to the VA, you will receive additional information via email about enrolling in the VA/Military Payment Plan, which will defer all tuition charges to the end of the term and keep your student account at Maryville in good standing while awaiting VA payment.

For questions or concerns regarding certification of your benefit, please contact the Veteran Services Specialist at MilitaryBenefits@maryville.edu.

All other questions regarding benefit eligibility and payments can be submitted to the VA through [Ask VA](#) or the VA Education Assistance Hotline at 1 (888) 442-4551.