Resource Worksheet for Veteran or Military Students

We would like to thank you for your service to our country. Before you begin your transition into the academic environment at Porter and Chester Institute (PCI) or YTI Career Institute (YTI), there are some important details you should be aware of prior to enrolling.

We want to make sure you receive information about the career training programs at PCI or YTI ("the school") but also that you receive information about the financial aid resources you may be eligible for. The Educational Funding staff will be your point of contact in this regard, and can also refer you to other appropriate staff if you have questions about academics or student support services which they cannot answer.

1. The school recommends that veterans **contact the VA or apply for benefits via their website as early as possible** to confirm benefits prior to the start of classes. Educational Funding staff can assist students by helping them contact the VA, if needed, or students may apply for benefits directly via the internet at: https://www.benefits.va.gov/gibill/apply.asp or call the VA at 888-GI BILL-1 (888-442-4551).

2. If you are a member of the Army National Guard, please also contact the Education Services Officer (ESO) for your state to understand your educational benefits prior to enrolling:

   Connecticut: (860) 524-4820
   Massachusetts: (508) 968-5889
   Pennsylvania: (717) 861-9329

3. Additionally, the following websites may be useful: www.GoArmyEd.com or www.gibill.va.gov

4. Once approved, you will need to bring a copy of your **"Certificate of Eligibility"** to the Educational Funding Department (EF). Without your Certificate, EF cannot estimate your benefits.

5. If you are on active duty when applying for the Post 9/11 GI Bill, please make sure to send the VA a copy of your DD214 upon being discharged from active duty.

6. Military courses which you successfully completed and which are relevant to the program you select here at PCI or YTI may be eligible for transfer credit. Please ask us for additional information if you feel this applies to you, as transfer credit must be requested and approved PRIOR to your starting classes.

7. As part of the enrollment process, all students are encouraged to explore the educational funding options available to them, including applying for federal student aid. Students can learn about federal aid at https://studentaid.ed.gov or begin the application process by completing the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov. School codes are:

   PCI - Hamden: 007305
   All other PCI campuses: 010779
   YTI York and Lancaster: 014765
   YTI Altoona: 030819

8. When you meet with the Educational Funding staff, you will be given a federal "Shopping Sheet" which summarizes, in a standard format, the typical costs and federal aid for your program, in addition to metrics, such as graduation rates, loan default rates and median loan borrowing. This sheet may be helpful for comparing schools. You may also review the school's Cohort Default Rates by going to: https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html and entering the school OPEID:

PCI Hamden: 007305   PCI (all other campuses): 010779

YTI Altoona: 030819   YTI (York and Lancaster): 021274

8. We encourage all students to fully research any career field before embarking on a course that most likely will involve a significant investment of time and money. An excellent resource for investigating career fields, including average wages, training requirements and descriptions of work assignments can be found at the Department of Labor's "Occupational Outlook Handbook" website: http://www.bls.gov/ooh/. O*NET Online also provides useful information on various careers. http://Onetonline.org

9. The school's courses are designed to give our graduates the education and skills necessary for entry-level positions in their chosen field. In some instances, further education, training or work experience may be required for advanced positions, or to fulfill voluntary certification requirements or to obtain state licensure. Information on specific programs may be found in the catalog and in the admissions materials. However, requirements will vary from state to state and may change over time. Students are encouraged to research licensing and certification requirements for the state in which they intend to work.

10. PCI and YTI are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). More information on ACCSC can be found at: www.accsc.org. In addition to our institutional accreditation, some programs hold voluntary programmatic accreditation. Information on programmatic accreditation is found in the school's catalog.

11. The most recent outcome data for PCI or YTI programs can be found in each school's catalog.

12. If you are using Chapters 30, 35, or 1606, after you start school you will need to verify your enrollment EACH MONTH, which can be done either by phone (877-823-2378) or via the web at https://gibill.va.gov/wave/index.do. Students using Chapter 35 must verify via telephone.

13. After you start school, please contact your campus's Educational Funding office immediately if there are any changes to your enrollment status (course failures, schedule changes, leave of absence, withdrawal, etc.). The EF staff must update your enrollment information to ensure that the benefits you receive are correct. In some cases, (e.g. changing programs or transferring campuses) the VA must approve your plan in order for you to continue receiving benefits. You may be required to submit an updated Certificate of Eligibility to document that you have this approval.

If you have any questions or require any assistance while in school, please contact the Educational Funding staff, who can refer you to the appropriate faculty or staff member.

By completing the acknowledgement form, I certify that the items listed above were covered with me prior to enrolling.