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International Wine and Spirits Guild VA Student Enrollment Guidelines

All perspective VA students must do the following before beginning a course of study at the International Wine Guild.

Submit an application with the Veterans Administration online at <http://vabenefits.vba.va.gov/vonapp/main.asp> or call 1-888-442-4551 and ask that an application be mailed to you.

Students who have not received VA benefits before must file an original application (veterans VA form 22-1990, dependents VA form 22-5490, or ToE students VA form 22-5495). Students applying for Chapter 33 in lieu of (or relinquishing) another benefit should complete a VA form 22-1990.

You must keep your direct deposit and address information current at all times. Chapter 30, 1606, and 1607 students can use the WAVE system to update this information. Links can be found on the "main menu" after you log onto WAVE. You can also call 1-877-838-2778 to begin or change direct deposits.

Students must verify their enrollment monthly by using WAVE or IVR (Interactive Voice Response). This is for all chapter 30, 1606, 1607 students. Monthly verification of enrollment has not been added for Chapter 33 and 35 with one exception. Chapter 35 NCD students are mailed a monthly verification form, VA form 22-8979.

- The earliest students can verify their enrollment is the last calendar day of each month.
- WAVE website: www.gibill.va.gov/wave/index.do.
- Students must be currently enrolled in an approved educational program and must have a current benefit to use WAVE.

In order to register for a course of study at the Guild a perspective VA student must do two things.

1. Submit an approval letter from the VA.
2. Provide the School Certifying Official with a transcript from all vocational schools, universities or college you have attended previously. We cannot enroll you for classes at the Guild until we receive these documents.

These documents may be sent to the School Certifying Official.

The address is:

Sherrie Robbins
VA School Certifying Official
International Wine & Spirits Guild
Business Office:
12138 W Brittany Avenue
Littleton, CO 80127
email: srobbins@internationalwineguild.com

Once we receive this letter we will contact you to arrange a meeting for you with Claude Robbins, our Director of Education. At this meeting a course of study will be designed for you to meet your specific goals and needs in accordance with your VA benefits.

The International Wine and Spirits Guild is required to keep the following information in your student records file:

- Application for Admission
- Certificate of Eligibility
- Grade Report Summary
- Degree Plans
- Remedial/Deficiency Test Scores if any
- Course substitutions (if applicable)
- Course elective approvals (if applicable)
- Drop Slips/Withdraw Forms (if applicable)

- All VA Forms submitted, ie., VA Form 22-1990, 22-5490, 22-1995, or 22-5495
- Enrollment Certifications
- DD Form 214 (if applicable)
- NOBE (if applicable)

It is your responsibility to give copies of your VA documents and forms to the School Certifying Official and inform us of any change in your contact information including the following:

- name change due to a marriage or divorce
- address changes
- phone number changes
- email changes
- benefit status changes

Questions? Give me a call or send me an email to the following:

- Sherrie Robbins
- School Certifying Official
- 303-296-3966
- srobbins@internationalwineguild.com