



Requirements for Veterans Benefits (Standard Form)

Name: _____

SID: _____

Please read over the following requirements below so you are aware of the policies & procedures of receiving VA benefits and sign the bottom to verify that you understand and agree to your responsibilities.

- 1) Submit a Certification Request each term to the Veterans' Clerk after you register for classes. In order to ensure timely receipt of your benefits we recommend these are submitted at least 45-60 days before the term begins. Check with the Veterans' Clerk a couple weeks after your request to ensure that everything was processed and there are no changes that affect you.
- 2) Notify the Veterans' Clerk immediately of any classes added, dropped, completed "I"-grades, "X"-grades that were changed to letter grades, and changes to your major, minor, address, or contact information.
- 3) You may only receive benefits for courses that apply to your degree as specified by your degree evaluation. You will not receive any benefits for classes that are not necessary for you to graduate. If you list your major as undecided, you will only receive benefits for LACC classes.
- 4) You may only be certified for VA approved programs at WOU. All of our degree programs are VA approved. If you are enrolled in a non-degree program that transfers to another school (such as pre-nursing), you must provide course requirements from the school you are transferring to.
- 5) You may not peruse more than one program at one time without special approval – see the Veteran's Clerk's for more information.
- 6) Non-punitive grades or withdrawal from school may result in a demand by the VA that you repay all or part of the money you have received for that term. (Including "X", "NP", and incompletes that have not received a grade change within 12 months.)
- 7) You must file a degree plan and application for graduation in order to lock in catalog year, advisor approved electives, and other special adjustments. We recommend all persons receiving VA benefits apply for graduation upon reaching 90 credits.
- 8) The VA allows you to change your academic program twice. Further changes must be approved by the Veterans Education Specialist at the Oregon Department of Education. Contact the Western Oregon University Veterans Clerks at 503-838-8183 for more information.
- 9) CHAPTER 1606, 1607, AND 30: Your monthly verification must be submitted via the web (www.gibill.va.gov) or by phone (1-887-823-2378) before you will receive payments. You can submit this no earlier than the last day of each month you will be receiving benefits.
- 10) CHAPTER 31: Before we can certify you as attending WOU we must receive an Authorization of Certification (VA-28-1905) from your counselor. This form must contain your degree you plan to receive under program (box 4), and any classes for your rehabilitation that are not required by your degree program must be listed in special remarks (box 9).
- 11) If you have questions regarding your pay, call the Veterans Administration at 1-888-GI-BILL1 (1-888-442-4551). If you have questions regarding your certification, call the WOU Veteran's Office 503-838-8183.

I understand and agree to these responsibilities.

Signature: _____

Date: _____