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. We recommend you submit your request when you register for classes at least 45 days before the term begins.

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. 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 select a program to pursue while you are here that best covers those prerequisites.

5) You may not pursue 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”, “NC”, and incompletes that have not received a grade change within 12 months.)

7) You will need to verify attendance for punitive grades (F); failing a class without attending results in inability to repeat the course using VA benefits and a report to the VA of the unofficial withdraw at the beginning of the term.

8) Veterans who make no progress toward their educational objective for a term by receiving non-punitive or unsatisfactory grades in every class may have their certification for the next term placed on hold until the end of the term; only courses which contributed to the educational objective which have a confirmed passing grade in the course will be certified.

9) 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.

10) 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.

11) CHAPTER 1606, 1607, 30, and 35: You may request Advanced Pay if you have not been in school for 60 days prior to the term starting, and if you submit your request at least 45 days prior to the term starting. Advanced pay checks are mailed to the school and must be picked up from the WOU Veterans’ Office.

12) 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 may submit this no earlier than the last day of each month you will be receiving benefits.

13) 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 8).

14) 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 Veterans’ Office 503-838-8183.

I understand and agree to these responsibilities.

Signature: ____________________________ Date: ________________________