



Requirements for Veterans Benefits for Chapter 33 (Post 9/11)

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 50-838-8183 for more information.
- 9) The monthly housing allowance is paid at the full rate if you are enrolled full-time, taking at least one regular on campus class (not distance learning or on-line), and not currently on active duty. If you are enrolled below the full-time rate, but more than half-time, you will receive a prorated housing allowance based on your enrollment status (i.e. 80% for ¾ time). If you are enrolled in online/distance learning courses exclusively, you will receive the housing allowance at a rate of half of the national average.
- 10) The book and supply stipend is paid to you for the first 24 credits (so a regular full time student would receive this for Fall and Winter term but not for Spring term).
- 11) It is your responsibility to ensure the business office received your tuition payment from the VA and to make necessary arrangements if they did not. Be sure and check with the cashiers during the first week of each term. The VA requires students to addend their classes for tuition payments. If you feel your grades leave any room for doubt on your attendance (X, I, NC, or F grades) please turn in signed notes from your instructors stating that you attended class or the school may have to return your tuition payment to the VA and bill you for the tuition. Be advised that dropping classes after the term starts may create a debt with the VA due to the difference in the tuition for the amount of credits you are enrolled in. The school will refund you according to their refund policy (75%, 50%, etc); however the VA will bill you according to the tuition difference (100%).
- 12) 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: _____