



V.A. EDUCATION BENEFIT REQUEST FORM (VA-EBRF) Federal Montgomery GI Bill

(This form must be completed & submitted for each semester that you wish to receive VA Education Benefits)

Directions: Complete all of the information listed on both sides of this form and return it to the Student Services Office.

Name: _____ Date: _____

Address: _____
street city, state, zip county

Phone Day: _____ Evening: _____ Email: _____

Social Security #: _____ GTC ID #: _____

VA File # (if different than SS #) _____ Date of Birth: _____

Program/Major: _____

(If you are changing your program of study or school VA form 22-1995 must be filed w/ the Gateway Certifying Official)

Have you been admitted to a program of study at Gateway? yes no

I am requesting certification for the following semester (circle one only) **Fall** **Spring** **Summer**

How many credit are you enrolled for the semester you are seeking certification? _____

Will you be graduating this next semester? **Yes** **No**

Check appropriate status box:

- A. **NEW STUDENT** (Gateway is the first school that you are claiming VA Education benefits): **Bring** this form and your DD-214 (separation papers) or DD-2384 (Notice of Basic Eligibility) for Reserve/Guard claims to The Student Services office.
- B. **CONTINUING STUDENT:** Check here if you attended GTC the **previous** semester and received VA benefits (excluding summer).
- C. **RE-ENROLLING STUDENT:** Check here if your last VA claim was at Gateway, but **not** for the previous semester. Semester/Year? _____
- D. **TRANSFER STUDENT:** From Where/Last date of attendance? _____
(If transferring from another school, must also submit VA form 22-1995 "Change of Program/Place" to Gateway)

Please check the VA Education Benefit you are applying for: (check one)

- Chapter 30 (Active Duty GI Bill) Active Duty Service dates from _____ to _____
- Chapter 31 (Vocational Rehab/100%disabled)
- Chapter 35 (Survivors & Dependents)
VA claim # _____ For Dependents: What is your birth order (1st child, 2nd child)? _____
- Chapter 1606 (Reserve/National Guard)
- Chapter 1607 (REAP-Activated Guard or Reserve) Active Duty service dates from _____ to _____

(OPTIONAL) ADVANCE PAY is available for new or re-enrolling students submitting paperwork at least 5 weeks before the semester begins

If you are new or a re-enrolling student you may request advance pay. Most continuing students are not eligible (because they will receive pay covering the period between terms). The advance pay covers the stub of your first month of school and all of the next month. First payment is sent directly to school and applied to your tuition costs. Eligibility for advance pay includes:

1. student must request advance pay
2. There is more than 30 days between terms, with no payment for the break
3. Student is enrolled at least half-time
4. VA receives the advance payment request at least 5 weeks but not more than 120 days before the enrollment period.

To obtain advance pay please complete both sides of this form, sign below and return it to your campus veteran counselor with other VA paper work (if needed) no later than 5 weeks before the start of the term that you are claiming.

I have read and met the eligibility requirements and request Advance Pay _____

(Signature for Advance Payment only) (Date)

VA EDUCATIONAL BENEFIT PAYMENT AGREEMENT

1. **The payment of veteran educational benefits requires that a student is actually enrolled for and attending classes.** An enrolled student is one who has registered and paid the required fees.
2. **You must submit transcripts of all previous coursework and military training for transfer credit/advanced standing AND file your DD214** (Certificate of Release or Discharge from Active Duty) **or NOBE** (Selected Reserve Educational Assistance Program Notice of Basic Eligibility) **with the School Veterans' Certifying Official.**
3. **If a student receiving VA benefits drops or adds courses or fails to reenroll in a semester for which certification was requested, it is that student's responsibility to notify the VA regional office (1-888-442-4551) and the Gateway Certifying Official immediately.** If changes of course load or enrollment are not reported, the student will be required by law to refund the overpayment.
4. **All students are required to submit a "Change of Program Form" (VA Form 22-1995 for Vets; VA Form 22-5495 for Survivors and Dependents) to Gateway if they change programs.**
5. **All students are required to maintain an overall grade point average of at least 2.0.** Unsatisfactory progress will be reported to the VA. A veteran's educational benefits will be terminated due to non-attendance or non-participation in classes.
6. **A veteran may be certified only for required courses and electives** needed for their selected program as specified on the curriculum.
7. **Advance Pay** must be requested in writing at least 5 weeks before the term starting date.
8. **Continuous Pay** for intervals between semesters must be requested in writing at least 30 days before the first day of class **and may not exceed a period of 56 days.** Enrollment in consecutive terms where you receive continuous pay cannot be processed for advance pay.
9. **Chapter 30, Chapter 1606 and Chapter 1607 students** must verify their enrollment monthly on the last day of each month or within a week after by internet web: <http://www.gibill.va.gov/wave> or by phone: 1-877-823-2378.

I, the undersigned, have read the items above and do hereby understand them and will abide by them. My signature below indicates the information on the previous page is true and correct. I give my permission for VA representatives to review my educational records. I understand that I am responsible for paying fees and tuition within the deadlines established by the school.

Signature: _____ Date: _____