

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.**
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 of the change.** If changes of course load or enrollment are not reported, the student is required by law to repay the overpayment to VA. VA will withhold payment of future claims or collect debt directly from student.
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 transferring in from another college.**
5. **All students are required to maintain an overall grade point average of at least 2.0.** (C Average) Unsatisfactory progress will be reported to the VA and will result in suspension of benefit. 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 8 weeks before the term starting date.
8. **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 at <https://www.gibill.va.gov/wave/index.do> or by phone: 1-877-823-2378.
9. Students are required to purchase their own **books and supplies** with out of pocket funds except for Chapter 31. Chapter 33 book stipends are sent to the student after school is begun thereby necessitating the initial purchase of books and supplies with a student's own funds.
10. Students are discouraged from making changes to their schedules after we have certified your schedule to VA. Doing so may result in an "**overpayment**" which VA will collect back from you.

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 (unless VA pays it directly) within the deadlines established by the school.

Signature: _____ Date: _____