



**Checklist for Benefits**

**Chapter 1606/1607 (Selected Reserve or National Guard)**

**Forms you need:**

<ul style="list-style-type: none"> <li><input type="checkbox"/> DD form 2384 (<i>Notice of Basic Eligibility</i>)</li> <li><input type="checkbox"/> DD form 214 (<i>if student was ever active duty, Member 4 copy</i>)</li> <li><input type="checkbox"/> Kicker contract (<i>If applicable</i>)</li> <li><input type="checkbox"/> Application form 22-1990</li> <li><input type="checkbox"/> Credit hour verification</li> <li><input type="checkbox"/> X Grade Notice</li> <li><input type="checkbox"/> Enrollment Report (<i>Submitted each quarter</i>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application form 22-1995 (<i>If changing schools OR major</i>)</li> <li><input type="checkbox"/> Notice Of Change (<i>If classes are added or dropped</i>)</li> <li><input type="checkbox"/> <b>For 1607 Only!</b> All copies of active duty orders</li> </ul>
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**IMPORTANT!!!**

- It takes the VA Regional Office in Buffalo, NY 12-16 weeks to certify your eligibility for benefits once your paperwork has been submitted!!! You WILL NOT receive benefits until the Regional Office has determined your eligibility. **ONLY the Regional Office can determine your eligibility!** \_\_\_\_\_
- You are required to submit a Veterans Enrollment report every quarter after you register. Failure to do so will result in late payments or no payments. \_\_\_\_\_
- You will receive your benefits in arrears (i.e. you will verify at the end of each month of enrollment, and receive January's payment at the beginning of February, February's payment at the beginning of March, and so on.) No money is sent to the school for your tuition/fees. You must pay tuition/fees by posted fee payment deadlines. You will be subject to cancellation of courses if you registered during open registration. Late payment fees will be assessed per university policy. \_\_\_\_\_
- If you request ADVANCE PAYMENT of your benefits, the VA Regional Office *must* receive the request 30 days prior to the start of the quarter. You will not receive another payment for a FULL 3 MONTHS, because your advance payment includes 2 months of benefits. \_\_\_\_\_

**Monthly verification can be completed online at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or by phone at 1-877-823-2378. Remember to verify your enrollment the last day of each month. \_\_\_\_\_**

**NOTICE OF GI BILL BENEFIT ENROLLMENT REQUIREMENTS:**

- Per VA regulations, the courses you register for **MUST** be directly applicable to the degree or elective requirements of your specific major. The VA will not pay for courses such as HPR, MIL, or AES that may not be applicable to your degree requirements. You will be responsible for any tuition and fees for any course not applicable toward your degree program. \_\_\_\_\_
  - NOTE: If you are not sure whether a course will meet a degree or elective requirement, please ask your academic advisor before registering for the course. Your academic advisor may write a letter stating the course is applicable as a degree or elective requirement. This letter must be submitted to the Veteran’s Affairs Office at Wright State.
- You may retake a course if you failed the course with a grade of F or X. GI Bill benefits will not cover a retake of a course with a grade of D or higher unless your degree requires a higher grade. \_\_\_\_\_
- Any time you change your degree, you are **REQUIRED** to notify this office and complete VA Form 22-1995 as soon as possible. \_\_\_\_\_
- Any time you add or drop courses, you are **REQUIRED** to notify this office as soon as possible. Failure to do so will result in incorrect payment. \_\_\_\_\_
- If you are continuously enrolled from one quarter to the next, you are eligible for **“Break Pay”** and will receive the monthly housing allowance during the breaks between each quarter (such as Christmas and Spring breaks). Active Duty are not eligible for Break Pay. *Break Pay will be discontinued effective August 1, 2011.*
  - NOTE: You must notify our office in writing if you do **NOT** wish to receive your GI Bill benefit payments during the break periods. \_\_\_\_\_

I, \_\_\_\_\_ (Print Name) have reviewed and agree to adhere to the information explained on pages 1-2 of this document, and I have been given the opportunity to ask any questions regarding this information.

\_\_\_\_\_ Date: \_\_\_\_\_

Student Signature

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_