

## **Checklist for Benefits**

### **Chapter 35-Dependent or Spouse of Veteran**

#### **Forms you need:**

- ☐ Application form 22-5490 (*Use file number of veteran*)
- ☐ Birth Certificate for child OR Marriage Certificate for spouse
- ☐ Credit hour verification
- ☐ X Grade Notice
- ☐ Enrollment Report (*Submitted at the beginning of each term*)
- ☐ Application form 22-5495 (*If changing schools OR major*)
- ☐ Notice Of Change (*If classes are added or dropped*)

#### **IMPORTANT!!! Please read and initial**

- It takes the VA Regional Office in St. Louis, MO 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 term 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 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 term. You will not receive another payment for a **FULL 3 MONTHS**, because your advance payment includes 2 months of benefits. \_\_\_\_\_

## 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/KNH classes 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.
- Flexibly scheduled courses or courses with irregular dates may result in incomplete VA funding. This matter is beyond our control. \_\_\_\_
- 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 22-5495 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. \_\_\_\_
- Wright State is required to report academic probation, any type of dismissal, and graduation to the VA at the end of each term. \_\_\_\_

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.

\_\_\_\_\_  
Student Signature

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