Welcome to EWU and The Veterans Resource Center!

To Start We Will Need the Following:

1. **VA Approval** - We will need a copy of your Certificate of Eligibility.

2. **Change of Program/Change of Place of Training** - (Designated as VA Form 22-1995) 
   **Is used if:**
   - Benefits have been claimed at another school
   - There has been a break in attendance
   - Or your degree program has changed
   This form needs to be submitted to The Veterans Resource Center (VRC). If submitted via web to VA you should get a letter telling you to take it to your school so the enrollment can be submitted. VA will not request enrollment information on your behalf.

3. **Class Schedule** - Submit your final student schedule from EagleNet in person at the VRC office or on our webpage at ewu.edu/veterans-services (faxing is an option). The VRC prefers you bring in your schedule to the office. Enrollments will not be reported to VA until we receive your schedule.

Other Key Points:

**Application Fee** - There is a $50 application fee that is required at the time it is submitted. Unfortunately, this is not a fee VA will pay.

**Confirmation Fee** - All new undergraduate students must confirm their intent to enroll by paying a $250 confirmation fee. Unfortunately, this is also not a fee VA will pay.

**Full Time Enrollment** - These are minimum credits students must be in to be considered full time.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall-Winter-Spring</td>
<td>12 Credits</td>
<td>10 Credits</td>
</tr>
<tr>
<td>Summer</td>
<td>8 Credits</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>

*Summer credits must span the entire 8 week session. 4 week courses, weekend classes, and seminars will be reported based on the start and stop dates of the class.

**Payment Distribution** - VA processes payment at the end of each month for that month based on the student’s enrollment. Students must verify attendance on the last day of each month to generate payment. To do this you can go online to www.benefits.va.gov/gibill/ (on the right hand side of the page select link under “verify your attendance”) or call 1 (877) 823-2378 and follow the prompts. Your “VA file number” is your social security number. The payment goes directly to the student. Payments are prorated in relation to the start and stop of the term. VA does not pay benefits during breaks or before and after a term. Only classes that are within your degree program and/or are required by the University will be certified by the VA.

01-March-17
CHAPTER 30 MONTGOMERY GI BILL-ACTIVE DUTY

Tuition/Fees/Housing Charges - VA does not pay tuition, fees or housing charges. All fees are due to the University by the published deadline.

Tuition Waiver - Washington State offers a Veterans Tuition Waiver that students may qualify for in addition to their VA Education Benefit. The tuition waiver is not in any way linked to the student’s VA benefit. To qualify students must meet all the requirements of the waiver. A new waiver application must be submitted each year to the VRC. The waiver will be posted to the student’s account approximately 1 week prior to the start of the term. It is highly recommended that the application be submitted prior to the deadline on the waiver form.

Tuition Assistance - This is a benefit for eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own set of requirements to be considered eligible and the money is usually paid directly to the University by the specific military service. This tuition assistance does not go through the VRC. If you have further questions we may be able to direct you to the correct online portal designated by your branch of service.

Grading/End of Term Processing - At the end of each term the VRC Office is required to report progress back to VA. Status and performance such as graduation, academic probation, academic dismissal, failing grades, and no credit earned must be reported to VA and could create an overpayment of benefits received.

Schedule Changes/Dropping/Withdrawing/Leaving the University - After your schedule is submitted to the VRC, your enrollment will be reported to VA. If you make changes or add/drop credits, contact the VRC so that we can update your information to VA. Schedule changes made after your enrollment has been reported to VA could create an overpayment with VA.