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 Concise Student Schedule from EagleNet in person at the VRC or on our webpage at ewu.edu (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. Emailed schedules will only be accepted from students attending branch campuses, please put “off campus student” in the subject line.

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. The VA can reimburse this fee.

**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>
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</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>
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*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 3 payments:

1. **Book and Supplies Stipend**- Starting each fall term VA pays up to $1000 per year for books. The amount is linked to the tier eligibility of the student (i.e. if you are at 60%, you will receive up to $600). The books and supplies stipend pays $41.67 per credit certified, up to 24 credits for the academic year. Usually fall term you will receive a full book stipend and winter term you will receive the remainder (i.e. you took 15 credits fall term and in winter
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term the remainder 9 credits will be paid). Generally, there is no book stipend for spring or summer. Payments go directly to the student and will not be paid until it is within two weeks of the start of new term.

2. **BAH**-Paid directly to the student and disperses on the last day of each month. BAH is based on Cheney WA 99004 for all students regardless of which site is attended or where the student actually lives. Spouses who have been transferred benefits do not receive BAH, however children do. The payment is prorated based on the first and last day of the enrollment period, benefits will not be paid during breaks or before or after the term. Payment is also prorated based on tier eligibility.

3. **Tuition & Fees**-Are paid directly to the school from the VA. VA does not release payment until within two weeks of the start of the term. **Payments will not be posted until after you have given the VRC your class schedule and we have processed it to the VA.** Depending on timing, it is possible that tuition and fee charges will be paid by financial aid before the VA disperses payment to school (late payment fees can only be waived on guarantee from VA). If the VA payment creates a credit balance it will disperse to you through your EagleNet student account, usually in 2 days. The amount VA pays depends on tier eligibility and remaining entitlement (i.e. if you are in the 80% tier you must pay your 20% prior to the tuition deadline). Only classes required for the degree program VA has on file will be certified. You could be responsible for tuition and fees if your enrollment is not full time.

**Non-Resident Fees**-VA pays the actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance [other than loans and funds provided under section 401(b) of the Higher Education Act of 1965], provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees. Non-resident and Western Undergraduate Exchange (WUE) charges are not eligible to be reported.

**Tuition Assistance**-If you plan on applying for tuition assistance you must contact the VRC. The amount of TA must be subtracted from the reportable tuition. If TA comes in after VA payment has been made, EWU is responsible for returning the fee to VA. Your EWU account will be charged accordingly.

- Tuition Assistance 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. If you are asked to submit a breakdown of tuition and fees please contact the VRC and a letter will be generated, usually the next day. We are not able to produce letters the same day.

**Graduation Fee**-VA **will pay** the graduation fee when it is time to apply for graduation. Please make contact with our office. We will either ask you have the fee charged to your student account and we will amend the current terms tuition and fees with the VA or include it in the next term’s fees.

6-May-16
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 - At the time your schedule is submitted to the VRC, a registration hold will be placed on our account that will prevent you from making changes. If you need to make changes, contact our office so that we can take the hold off, another copy of your schedule will be needed before your enrollment can be amended back to VA and hold will be put back on. The hold will come off during the priority registration cycle for the next term.