



Office of Veterans Services  
1973 Edison Drive  
Piqua, Ohio 45356  
(937)778-7868  
FAX: (937)778-4692

## Checklist for Benefits Chapter 30 or Active Duty GI Bill

### Forms you need:

- DD 214 Form (*Member 4 copy*)
- Application form 22-1990
- Credit hour verification
- Veterans Request for Benefits  
(Submitted each semester)
- Application form 22-1995 (*if changing schools or majors*)
- VA Notification of Schedule Change  
(*If classes are added or dropped*)

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### 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.  
\_\_\_\_\_  
NOTE: It is recommended that you complete and file a Free Application for Federal Student Aid (FAFSA).
- ❖ You are required to submit a Request for Veteran's Benefits form every term at the time of registration.  
**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 the payment deadlines.** You will be subject to cancellation of courses if you do not submit payment by the posted deadlines. \_\_\_\_\_
- ❖ 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. \_\_\_\_\_

**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.** \_\_\_\_\_

### GI BILL ENROLLMENT REQUIREMENTS:

- ❖ Per VA regulations, the courses that you register for **MUST** be directly applicable to the degree or elective requirements of your program. You will be responsible for any tuition and fees for any course not applicable toward your degree program. \_\_\_\_\_
- ❖ 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 U. GI Bill benefits will cover a retake of a course with a grade of D or higher unless your degree requires a higher grade. \_\_\_\_\_
- ❖ Any time you wish to change your degree, you are **REQUIRED** to notify this office by completing the VA Form 22-1995 and the Edison State change of major form as soon as possible. \_\_\_\_\_
- ❖ Any time you add or drop courses, you are **REQUIRED** to notify this office at the time of add/drop by submitting a VA Notification of Schedule Change. Failure to do so will result in incorrect payment. \_\_\_\_\_
- ❖ Edison 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*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witnessed By*

\_\_\_\_\_  
*Date*