



Office of Veterans Services  
1973 Edison Drive  
Piqua, Ohio 45356  
(937)778-7868  
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## Checklist for Benefits Chapter 33/Post 911 GI Bill

### Forms you need:

- DD 214 Form (*Member 4 copy*)
- Certificate of Eligibility (CH 33)
- 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

- ❖ If you have not received your Certificate of Eligibility, you are required to pay all tuition and fees or pay for courses using the Deferred Payment Plan by the posted payment deadlines. Without the C.O.E. on file, you will be subject to cancellation of courses due to non-payment. \_\_\_\_\_ NOTE: It is recommended that you complete and file a Free Application for Federal Student Aid (FAFSA).
- ❖ If you are eligible for less than 100% of the benefit, you are required to pay the remaining portion of tuition and fees not covered by the VA by the payment deadlines. Without the C.O.E. on file, you will be subject to cancellation of courses due to non-payment. \_\_\_\_\_
- ❖ 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 of your monthly stipend, book allowance, and tuition and fees.** \_\_\_\_\_
- ❖ After submission of the Request for Veteran's Benefits form, the VA will pay your tuition directly to Edison State and the VA will release payment of the books and supplies stipend to you. If you increase or decrease your schedule you must notify our office by submitting a VA Notification of Schedule Change. If you are decreasing hours you will be required to pay any outstanding charges to the VA. You may also owe money to Edison State if you drop classes after the refund deadline has passed. \_\_\_\_\_
- ❖ In the event that you withdraw from courses after the tuition and fee payments have been paid to the school on your behalf, the VA will consider this an overpayment. **Overpayments will be charged to you and it will be your responsibility to repay the VA.** \_\_\_\_\_
- ❖ You will be eligible for the monthly housing allowance only if you are enrolled more than half time (51%) and in at least one course that meets on campus. You will receive your monthly housing allowance in arrears. The housing allowance is prorated based on your benefit level (40% to 100%). Housing allowance is pro-rated by the student's rate of pursuit (rounded to the nearest tenth). For example, a student training at a rate of pursuit of 75% would receive 80% of the BAH rate. Distance learning students will receive housing allowance payable equal to half the national average BAH for E5 with dependents. Active Duty are not eligible. \_\_\_\_\_
- ❖ You may receive up to \$1,000 for books and supplies per academic year. The books and supplies stipend is \$41.67 per credit hour for up to 24 credit hours. The stipend is prorated based on the percentage of your benefit level. Payments are issued directly to the student in a lump sum for each term. \_\_\_\_\_

**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*