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Chapter 31 Veteran Readiness & Employment Program

Welcome to CWU and the Veterans Center!

To Start We Will Need the Following:

___VA Approval- We will need an approval from your VR&E counselor, VA Form 28-1905. Your counselor will identify the date range of approval. If your 28-1905 expires you are responsible for all fees to include tuition, mandatory and course fees, books, and parking.

The 28-1905 also identifies what the name of the degree you have been approved for. The classes required for that degree is what will be certified and reported back to your counselor.

___Change of Program/Change of Place of Training- Designated as VA Form 22-1995. This is an information form required for your file by the VA. It is used if benefits have been claimed at another school, there has been a break in attendance, your degree program has changed, or if you are a new student. Submit to the CWU Veterans Center Office. 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.

___DD-214 Member 4 copy

___Statement of Understanding- The Veterans Center Office will need the signed Statement of Understanding documents for your student file. You can get this document from the Veterans Center Office once you've been admitted as a student. This will explain your responsibilities of a student using the GI Bill® at CWU.

___Electing to use benefits- When registering for classes, you will be prompted with a pop-up box to indicate if you want to use your GI Bill® Education Benefits for the quarter. If you elect to use them, your schedule will be sent to us automatically. After your benefits have been processed, a registration hold will be placed on your account. If you need to make any changes, please contact our office.

___Military Transcripts- You will need to request your military transcripts be sent to CWU. Please visit the CWU Veterans Center website at <http://www.cwu.edu/veterans/> to get the military transcripts information by clicking on "Prior Military Credits."

___Apply for Financial Aid- All scholarships/grants/waivers and student loans are awarded through the financial aid office. If you plan on utilizing any of those visit the financial aid website to get more information <http://www.cwu.edu/financial-aid/>.

Veterans Center

400 E University Way • Ellensburg WA 98926-7466 • Office: 509-963-3028 • Fax: 509-963-3041

Bouillon Hall 214 • Email: va@cwu.edu • Web: cwu.edu/veterans

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.



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Other Key Points:

Application Fee- There is a \$50 application fee that is required at the time it is submitted. Please work with your counselor. Some will reimburse while others will ask that it be charged to your account. Before the charge can be put on your account, your 28-1905 must be on file.

Full Time Enrollment- To be full time at the undergraduate level a student must be in 12 credits required for the degree program VA has on file. At the graduate level the full time measure is 10 credits. Summer quarter enrollment training time is much different. Please check with the CWU Veterans Center Office for summer information.

Payment Distribution- Under Chapter 31, your VR&E counselor processes payment at the end of each month for that month based on enrollment. 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, before or after a term. If you are a Non-Resident student, check with the Veterans Center for in-state tuition eligibility based on Choice Act Section 702 and WA ESSB 5355.

Book Store- Under chapter 31, charges for books must appear on your CWU student account. You can buy the books directly at the bookstore or the bookstore's website <http://cwubookstore.collegestoreonline.com/>. You will need to communicate with the bookstore staff and tell them you are receiving chapter 31 benefits so they can process paperwork for billing. If books are ordered through outside venue, you will need to work with your counselor to get reimbursement.

Grading/End of Term Processing- At the end of each term the Veterans Center 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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