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## Chapter 30 Montgomery GI Bill®-Active Duty

Welcome to CWU and the Veterans Center!

### To Start We Will Need the Following:

\_\_\_**VA Approval**- We will need a copy of your **Certificate of Eligibility** (The letter from the VA approving your education benefits explaining how many months of entitlement are approved), your latest Summary of Benefits from VA, or a print out of the Entitlement Information from your EBenefitsaccount.

\_\_\_**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](mailto:va@cwu.edu) • Web: [cwu.edu/veterans](http://cwu.edu/veterans)

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto: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 you apply. Unfortunately, this is not a fee VA will pay.

**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 30, VA processes payment at the end of each month for that month based on enrollment. Students must verify attendance each month to generate payment <https://www.gibill.va.gov/wave/index.do>. 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. Only classes required for the degree program VA has on file will be certified.

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

**Tuition Assistance**-Students using tuition assistance should apply thru their respective online portal. Approvals should be forwarded to Student Financial Services so that billing can occur based on the approval. Veterans Center staff does not have the authority to act as your academic advisor to sign off on degree plans or approvals.

**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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