



Veteran's Benefits Requirements and Guidelines

Please read and sign this form.

- The following requirements/guidelines are for the purposes of administering my veteran's educational benefits. It is my responsibility to understand additional requirements to begin, maintain, or end enrollment.
- I must complete this form every semester I request VA educational benefits and I must bring a copy of my letter of eligibility from the Veteran's Administration to Helena College Veteran Resources (HCVR).
- I must notify HCVR when my personal information changes (address, phone, degree change, etc.)
- The classes I enroll in that are certifiable to the VA must meet degree requirements.
- I must notify HCVR immediately upon a change in course load (add, drops, withdrawals) as this may result in an under/overpayment of my benefits.
- I will not receive benefits for retaking classes that I have already successfully completed.
- Benefits for part-term courses will only be paid for the period of time when classes meet.
- Challenged and online or hybrid remedial courses (course numbers below 100 level) are not certifiable.
- I must supply HCVR with all transcripts/transfer credits accepted by Helena College within my first semester of enrollment.
- I must sign my schedule bill within deadline dates EVEN if other agencies (including the Veteran's Administration) pay for tuition and fees, or my classes will be cancelled.
- I am ultimately responsible for tuition and fee payments due the college.
- If I stop attending, drop, or withdraw from class, I may be responsible for repayment of VA benefits, including monthly housing allowances, book stipends, and tuition and fees.
- If I am a Chapter 30 or 1606, I must certify my enrollment at the end of every month (call 1-877-823-2378 **or** go online www.gibill.va.gov, search WAVE and verify your attendance.)
- If I am a Chapter 1606 or 1607, I cannot use GoArmy Tuition Assistance for the same classes I am certified for under this Chapter. I must bring a copy of my TA confirmation to the Business Office before the 15th day of classes.
- If I am Chapter 33 (Post 9/11), GoArmy Tuition Assistance benefits are deducted from the net tuition submitted to the VA for the same classes I am certified for under this Chapter. I must bring a copy of my TA confirmation to the Business Office before the 15th day of classes.
- Non-compliance with the above listed guidelines may result in my educational benefit payments being delayed, suspended and/or I may be required to reimburse the Dept. of Veteran's Affairs for all or a portion of the benefit payments that I have received.
- HCVR does not determine VA education eligibility or beneficiary payments. The Veterans Affairs St. Louis education processing office is the only facility that will determine VA eligibility and payments issued in reference to my enrollment.

I want to be certified to the VA for: (CIRCLE): SPRING SUMMER FALL _____ semester.
YEAR

I have read and understand the requirements listed above: Signature: _____

Date: _____ Phone: _____